

## ASSISTANT FIRE INSPECTOR

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general supervision of the Fire Inspector or Building Inspector, an incumbent in this class is responsible for assisting in the inspections of buildings and structures for compliance with local fire prevention ordinances; and assists in the investigation of existing fire hazards in commercial, residential and/or industrial properties. The incumbent is expected to make appropriate recommendations to correct evidences of fire hazards as well as perform inspections for violations of fire laws, codes and ordinances. Does related work as required.

### **EXAMPLES OF WORK:** (Illustrative Only)

Assists with inspections of buildings and structures for fire hazards (i.e. accumulation of debris or flammable materials, blocked fire exits, inadequate fire extinguishing equipment, faulty wiring);

Investigates and follows up on complaints of fire hazards;

Assists with the issuance of violation notices;

Participates in the investigation of premises after fires to ascertain cause and actual loss;

May inspect the installation of oil heating equipment to insure adherence to safety measures;

Prepares and maintains written reports of investigations;

Informs the public or private groups on fire prevention methods and regulations;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of work assignments.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Good knowledge of fire prevention methods; good knowledge of local fire codes, laws, ordinances; good knowledge of local building codes as they relate to fire prevention; ability to prepare simple reports; ability to work cooperatively with others; ability to operate an automobile; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to prepare reports; ability to understand and carry out oral and written instructions; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; courtesy; tact; good judgment; physical condition commensurate with the duties of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:** Either: (a) graduation from high school or possession of a high school equivalency diploma and two (2) years of work experience as either a volunteer† or paid Firefighter or as a paid Building Inspector or Assistant Building Inspector that involved fire inspection; or (b) an Associate's Degree\* or Bachelor's Degree\* in Engineering, Building Construction, Civil Technology, Architectural Technology or a related field.

**†SPECIAL NOTE 1:** Experience gained as an active volunteer member of a fire department must be equivalent to a 35 hour per week, full-time position. Please provide a letter from the volunteer agency to verify active volunteer experience, including number of hours worked per week and length of time with the agency.

\*SPECIAL NOTE 2: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Possession of a valid license to operate a motor vehicle in New York State at time of appointment.
2. Effective January 1, 2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations (NYCRR), Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the date of first attendance at a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections of Part 1208 throughout the duration of their employment.