

DIRECTOR - FIRE AND LIFE SAFETY
(Village of Sleepy Hollow)

GENERAL STATEMENT OF DUTIES: Coordinates and directs the building, code enforcement and fire safety activities of the Village; does related duties as required.

DISSTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Village Board, an incumbent of this position is responsible for the overall coordination and administration of the Village's Department of Fire and Life Safety. This department consists of several divisions including building, plumbing, fire and code enforcement of the Village. The Director is the principal executive officer of the Department and is responsible for issuing reports and recommendations to the Mayor and Board of Trustees regarding all issues related to the activities of these divisions. As Fire Inspector, inspects buildings and structures for compliance with local fire prevention ordinances. Both direct and indirect supervision is exercised over professional and non-professional class employees.

EXAMPLES OF WORK: (Illustrative only)

Manages and administers the activities of the components of the Department of Fire and Life Safety to ensure compliance with State and local laws and regulations;

Prepares and monitors the department's budget;

Coordinates the planning and review of building projects of the Village from inception to completion;

Reviews building and renovation plans for compliance to all state and local codes; Acts as liaison between the Architectural Review Board, Planning and Zoning Board, Police and Fire Departments and the Board of Trustees;

Inspects and/or supervises the inspection of commercial and multi-family buildings for fire and safety concerns, health and sanitation violations and compliance to zoning codes; issues notices of violation as appropriate;

Inspects buildings and structures for fire hazards such as inadequate wiring, blockage of fire exits, collection of rubbish or flammable materials, inadequate fire extinguishing equipment, etc.;

Inspects, tests and approves of the installation of fire sprinkler and alarm systems in both new construction and retro-fits;

Enforces "Uniform NYS Fire Prevention and Building Code" laws and regulations.

Acts as Fire Inspector, investigating fires for cause and origin;

Consults with residents, investigates complaints and resolves issues relating to building, housing and zoning concerns.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of fire prevention methods; thorough knowledge of local fire, building and zoning codes, laws and ordinances; familiarity with the workings of fire alarm systems, sprinkler systems, etc.; ability to read and interpret plans and specifications; ability to establish and maintain cooperative relationships with other public officials and with the general public; ability to read and interpret laws, codes, ordinances; ability to prepare clear and concise reports; ability to supervise the work of others; firmness; courtesy; tact; good judgement; 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 four (4) years of experience as a volunteer or paid firefighter or building Inspector which shall have included or was supplemented by one (1) year of experience as a contractor, construction foreman, or fire inspector; or (b) graduation from an accredited community college with an Associate Degree in engineering, building construction, civil technology, architectural technology or related field and two (2) years of specialized experience as a contractor, construction foreman, or fire inspector; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

NOTE: Effective January 1, 1985, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and who commence employment on or after that date shall be required to complete the prescribed minimum basic code enforcement training course.

SPECIAL NOTE: Candidates who have completed the prescribed minimum basic code enforcement training course and have current certification of such by New York State may substitute such certification for one year of the required experience.