

Jurisdiction Class: Non-Competitive – part-time only*
(*Check for individual Civil Divisions approved by CSC)
EEO Category: Officials/Administrators
Revised: 04/04/2019

FIRE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a town or village, and involves responsibility for determining compliance with requirements of fire prevention ordinances and building codes, as they relate to fire prevention and safety. The work requires close attention to detail, since errors in judgment might endanger lives and/or property. The work is performed under general direction of the Town or Village Board, with leeway allowed for the exercise of independent judgment in planning and carrying out details of the work. Supervision over the work of other employees is not a responsibility of an employee in this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Inspects schools, churches, housing projects, hotels, manufacturing plants, institutions and places of public assembly for compliance with fire prevention codes, laws and ordinances;

Investigates complaints of fire hazards and endeavors to correct irregularities;

Instructs in the proper use of fire extinguishers;

Inspects building sprinklers to ensure they are in working order and there is at least a three-foot opening so water can reach the fire;

Inspects vacant buildings for fire and safety hazards and recommends securing or demolishing them where necessary;

Ensures that exit doors in commercial buildings and schools open out and have exit signs clearly placed;

Checks buildings for trash and debris which could cause fire and ensures removal from the building;

Takes photographs of fire hazards and fire scenes;

Answers questions and/or complaints concerning wood burning stoves in dwellings to ensure compliance with local building and fire codes, and advises on proper placement and safe installation;

Checks complaints of outside burning in the town or village;

Inspects underground tank installations for fuel oil and gasoline;

Responds to structure fires in the town or village to aid in investigation of possible arson or other causes;

Keeps records and prepares reports of activities related to the work;

May use explosive meter to investigate possible hazards related to flammable liquids and gases;

May inspect private residences for fire hazards at the request of owners;

May issue and record burning permits, explosive and blasting permits and permits for the installation of underground storage tanks;

May testify in court regarding violations of the Fire Prevention Code and other applicable laws and ordinances.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local and State fire prevention laws, codes and ordinances; good knowledge of State and local building codes; good knowledge of the geography of the town or village; ability to recognize fire hazards and take corrective action to remedy problems; ability to advise home, business owners and school officials concerning fire hazards and safe installation of sprinkler systems, alarms, smoke detectors and heating equipment.

MINIMUM QUALIFICATIONS: Certification as a Building Safety Inspector or Code Enforcement Official pursuant to the NYS Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), Part 1208; **AND** graduation from high school or possession of a high school equivalency diploma.

Adopted: 03/01/1956

Revised: 09/01/1986; 06/30/1994; 07/06/1994; 04/27/1998; 04/04/2019