

## **ASSISTANT FIRE SAFETY INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of a responsible nature involving the inspection of buildings and property to ensure compliance with local and state fire codes and regulations, including the New York State Uniform Fire Prevention and Building Code (Uniform Code). This includes assisting in the investigation of fires for possible violations of law or fire safety rules and regulations, but not for forensic investigations. The position entails a high degree of responsibility and good judgment. Work is performed under general supervision of the Fire Safety Inspector. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Inspects buildings and structures in the process of construction or repair for compliance with pertinent fire safety requirements;  
Inspects buildings for compliance with the Uniform Code;  
Investigates complaints alleging existence of fire hazards or other violations;  
Assists in the investigation of fires for possible violations of law or fire safety rules and regulations – **not** forensic investigation such as fire chemistry and behavior, burn patterns and other means of differentiating between arson and accidental fires, etc.;  
Records and reports, as may be required, all violations of pertinent fire safety regulations;  
Recommends action to effect compliance with applicable codes, regulations, etc.;  
Maintains records and prepares reports of inspection and enforcement activities;  
Aids in the prosecution of violators of the Uniform Code and applicable local codes.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of standard fire safety practices; good knowledge of the building trades insofar as it relates to avoidance and/or elimination of fire hazards; good knowledge of the New York State Uniform Fire Prevention and Building Code and local laws or ordinances pertaining to fire safety; ability to establish and maintain a cooperative relationship with public officials, building contractors and the general public; ability to read and interpret plans and specifications; ability to present facts and reports clearly and concisely in oral or written form; ability to instruct others in fire safety practices.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma and either:

- a) Four (4) years experience as an active member of a volunteer or paid fire company which has included or had been supplemented by satisfactory completion of an approved training course in fire safety; or
- b) One (1) year of responsible experience as a fire inspector or as a fire officer with major responsibility for the development and/or implementation of fire safety programs; or
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b).

### **NOTES:**

1. Advanced education related to building design and construction or experience as a building inspector or in a supervisory capacity in one of the building trades may be substituted for up to three (3) years of experience on a year-for-year basis.
2. Directly related responsible full-time experience may be substituted for schooling on a year-for-year basis.

**SPECIAL REQUIREMENTS:**

1. It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in the New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that Part as well as required annual in-service training.
2. Possession of a valid driver's license appropriate for the vehicle to be operated.