

## **FIRE SAFETY INSPECTOR (FRENCH/CREOLE-SPEAKING)**

**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). The position entails a high degree of responsibility and good judgment and is similar to a Building Inspector but is limited to a specialized area. The work is distinguished from that of a Fire Safety Inspector in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in French/Creole at the fluency level indicated below in the Notes. Work is normally performed under the general supervision of the Building Inspector or Chief Fire Safety Inspector of the town or village. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Inspects buildings and structures in the process of construction or repair for compliance with pertinent fire prevention requirements;  
Examines and inspects building for compliance with the Uniform Code;  
Investigates complaints alleging existence of fire hazards or other violations;  
Assists law enforcement officials in the investigation of fires to determine the cause, such as arson, or whether a violation of law or fire safety codes and regulations contributed to the cause of the fire;  
Records and reports, as maybe required, all violations of pertinent fire prevention regulations;  
Takes or recommends action to effect compliance with applicable codes, regulations, etc.;  
Maintains records and prepares reports of all inspection and enforcement activities;  
Assists in prosecuting violations of the Uniform Code and all applicable local codes and regulations;  
Speaks, reads and communicates using French/Creole as needed.

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

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

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, and

- a) Five (5) years of experience as an active member of a volunteer or paid fire company which has included or has been supplemented by satisfactory completion of an approved training course in fire safety; or
- b) Two (2) years of responsible experience as a fire inspector or fire officer with major responsibility for the development and/or implementation of fire safety programs; or
- c) An equivalent combination of training and experience as defined by the limits of a) and b) above.

### **NOTES:**

1. Advanced education related to fire science or to building design and construction or experience as a building inspector or in a supervisor capacity in one of the building trades may be substituted

(over)

for up to three (3) years of experience under a) and up to one (1) year under b) above, on a year-for-year basis. Directly related responsible full-time experience may likewise be substituted for up to four (4) years of high school.

2. Incumbents are expected to possess a level II proficiency in French/Creole (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

**PROMOTION:** One (1) year of permanent competitive class status as an Assistant Fire Safety Inspector or related title.

**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.