

DEPUTY FIRE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting in the thorough inspection of new and existing dwellings, factories, schools, mercantile establishments, colleges and other facilities for compliance with fire prevention and fire safety standards. Errors in inspection may result in loss of life and property. Work is performed under the general supervision of the Fire Inspector. Supervision may be exercised over the work of technical and clerical assistants.

TYPICAL WORK ACTIVITIES:

1. Inspects existing buildings and buildings under construction for compliance with fire prevention standards set forth in the New York State Uniform Fire Prevention and Building Code;
2. Inspects multiple dwelling residence for fire hazards and conformity to the New York State Multiple Residence Law;
3. Assists Fire Inspector in receiving and investigating complaints, issuing notices for code violations found;
4. Reinvestigates to ensure that necessary corrections have been made, initiating court proceedings as required;
5. May teach fire prevention through educational talks at schools and community groups;
6. Assists in the investigation of suspicious fires to determine cause and files reports;
7. Attends work related seminars and training sessions, including state-mandated courses;
8. Maintains or assists in maintaining records of activities and may compile periodic summary reports;
9. Assists in reviewing site and building plans and issuing permits;
10. Attends training sessions as prescribed by the NYS Department of State, Division of Code Enforcement and Administration;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Uniform Fire Prevention and Building Code and the Multiple Residence Law as they pertain to fire prevention and fire safety standards; good knowledge of building construction materials and practices; good knowledge of practices governing the storage and distribution of combustibles; ability to establish and maintain cooperative relationships with a variety of individuals; ability to read and interpret plans and specifications; firmness with courtesy; tact; initiative; good powers of observation; honesty; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of work experience in building construction, fire safety or fire prevention.

Special Requirement:

As required under NYS Executive Law and as specified by the NYS Dept. of State Division of Code Enforcement and Administration, code enforcement personnel must successfully complete a certified training program within one year of initial appointment. Any waivers or extensions must be approved through the NYS Dept. of State Division of Code Enforcement and Administration.