

## **FIRE AND INSPECTION COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for the supervision and coordination of building inspection and fire inspection activities and for the supervision of career Firefighters in a municipality. The work involves the scheduling and oversight of daily work activities for building inspection personnel and paid firefighters. General supervision is received from a higher level administrative employee. Supervision is exercised over subordinate personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Coordinates and supervises building inspections and fire inspections of multiple dwellings and other occupancies;
2. Supervises and assigns daily work activities of career Firefighters and building inspection personnel in an agency;
3. Reviews and approves or disapproves plans and specifications submitted with building permit applications for compliance with the Uniform Fire Prevention and Building Code, zoning and plumbing ordinances, and the Multiple Residence Law;
4. Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;
5. Orders unsafe conditions in existing buildings and structures to be removed and arranges for condemnation notices to owners of hazardous buildings and structures;
6. Assigns personnel to cover vacation, holiday, personal leave, and other approved time off; reviews and acts on all leave requests;
7. Coordinates and supervises career Firefighter training;
8. Interviews prospective department employees and makes recommendations to administrator relative to hiring and other personnel-related matters;
9. Monitors staff performance, conducts regularly scheduled performance evaluations, and institutes performance standards in areas of responsibility;
10. Participates in fire suppression and Emergency Medical Treatment activities as required;
11. Completes required reports relative to fire and building inspections, personnel, and training;
12. Does related work as required.

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

Thorough knowledge of firefighting principles, practices, and equipment; thorough knowledge of basic building inspection techniques; thorough knowledge of the structural, mechanical and electrical components of building construction and plumbing installation; thorough knowledge of fire training practices and techniques; thorough knowledge of the rules and regulations of the fire district and of the laws under which it operates; thorough knowledge local building, plumbing, and zoning codes and ordinances; good knowledge of the New York State Uniform Fire Prevention and Building Code and the Multiple Residence Law; good knowledge of emergency medical procedures; good knowledge of the geography of the district; good knowledge of the practices governing the storage and distribution of combustibles; ability to supervise the work of others; ability to establish and maintain cooperative relationships with a variety of individuals; ability to read and interpret plans and specifications; ability to prepare reports; good powers of observation; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

**FIRE AND INSPECTION COORDINATOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Open Competitive:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in engineering technology, engineering science, architectural science, or building science and two (2) years of full-time paid work experience in general building construction;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid work experience in general building construction;
- OR: (C) An equivalent combination of training and experience as indicated in (A) or (B) above.

Promotion:

Five years of permanent competitive class status in the title Building Inspector I or II, Deputy Building Inspector, or Firefighter and possession of special requirements (D) and (E) within one (1) year of permanent appointment.

Note: Full-time work experience as a qualified municipal building or fire inspector or an assistant building or fire inspector may be substituted for the above work experience or education requirement on a year-for-year basis up to a maximum of two (2) years.

**SPECIAL REQUIREMENTS:**

- (A) Age: Candidates shall not be less than 18 years of age at time of appointment.
- (B) Height/Weight/Physical Fitness: Candidates must meet standards established by the Commissioner of Personnel.
- (C) Driver's License: Possession of a valid appropriate level New York State Motor Vehicle Operator's License.
- (D) Code Enforcement: Certification as a New York State Code Enforcement Officer.
- (E) Emergency Medical Technician: Possession of the appropriate level Emergency Medical Technician certification issued by the New York State Department of Health.

PS6215

ADOPTED: 08/22/94  
REVISED: 01/30/95  
09/26/95  
02/08/96