

CHIEF FIRE SAFETY INSPECTOR II

DISTINGUISHING FEATURES OF THE CLASS: This is specialized administrative and technical work involving responsibility for being the Building Department liaison to several agencies, for making technical recommendations on new subdivisions and site development, and for overseeing and conducting 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). Chief Fire Safety Inspector II differs from Chief Fire Safety Inspector I in the scope and extent of responsibilities, which includes making technical recommendations to agencies such as Planning Board, Police Department Emergency Management Team and Fire Districts/Departments and overseeing of new fire hydrant installations. Although under the auspices of the Building Inspector or an administrator, work is performed with a great degree of independence and autonomy. Direct supervision is exercised over subordinate inspectors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as liaison with the Bureau of Fire Prevention;
Serves as liaison and technical support to the Fire Departments/Districts in the Town and coordinates their responses to the Planning Board regarding proposed subdivisions and site development;
Serves as liaison to the Police Department Emergency Management Team;
Coordinates the Town's response to various emergency situations related to life safety and fire protection;
Reviews and makes recommendations from subdivision and site development plans submitted by the Planning Board;
Reviews and makes recommendations regarding fire hydrant locations and maintains the Town's permanent records of same;
Represents the Town's interest in Fire Board of Appeals hearings;
Establishes a system for mandatory inspection of all buildings under their jurisdiction other than one and two family dwellings;
Explains the requirement for a Certificate of Compliance for Fire Safety and oversees the collection of fees involved;
Inspects existing buildings and structures or those in the process of construction or repair, for compliance with pertinent fire prevention requirements and Uniform Code;
Investigates complaints alleging existence of fire hazards or other violations;
Investigates fires to determine if a violation of law or fire safety codes and regulations contributed to the cause of the fire or to make an initial determination of arson;
Assists in prosecuting violations of the Uniform Code and all applicable local codes and regulations, and appears in court as required;
Records and reports, as may be required, all violations of pertinent fire prevention regulation, and maintains records and prepares reports of all inspection and enforcement activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of standard fire safety practices; thorough knowledge of local laws or ordinances pertaining to fire safety; good knowledge of the New York State Uniform Fire Prevention and Building Code; good knowledge of the building trades as related 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 supervise the work of others; ability to read and interpret plans and specifications; ability to instruct others in fire safety practices.

(over)

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

1. Eight (8) 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
2. Five (5) years 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
3. An equivalent combination of training and experience as defined by the limits of 1. and 2.

NOTE: Advanced education related to fire science or 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 under 1. and for up to one (1) year of experience under 2. above on a year-for-year basis.

PROMOTION: One (1) year of permanent competitive class status as a Chief Fire Safety Inspector.

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.