

## **CHIEF FIRE SAFETY INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and technical work which involves a responsibility for overseeing and conducting inspections 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 performed under the general supervision of the Building Inspector II and supervision is exercised over subordinate inspectors. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

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 buildings and structures in the process of construction or repair for compliance with pertinent fire prevention requirements;  
Examines and inspects buildings for compliance with the 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;  
Records and reports, as may be required, all violations of pertinent fire prevention regulations;  
Acts as liaison with the Bureau of Fire Prevention;  
Appears in court as required;  
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.

### **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 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 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:

1. Seven (7) 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. Four (4) 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.

(over)

**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. Directly related responsible full-time experience may likewise be substituted for up to four (4) years of high school.

**PROMOTION:** Two (2) years of permanent, competitive class status as a 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.