

FIRE MARSHALL/BUILDING INSPECTOR

Code No. 6-02-004
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning, directing and supervising building and fire inspection and code enforcement activities. The employee directs and participates in the inspection activities of buildings, issuance of building permits, and the enforcement of international, state and municipal building and fire codes. The employee reports directly to, and works under the general supervision of a Town Supervisor or other higher-level staff member with wide leeway allowed in the exercise of independent judgment. General supervision is exercised over technical and clerical staff such as building inspectors, code compliance inspectors, and building-zoning administrators. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Inspects public, semi-public and other commercial establishments to ascertain conformity with New York State Uniform Fire Prevention and Building Code, and other relevant laws and ordinances;

Conducts periodic inspections of existing structures for conformance with New York State Uniform Fire Prevention and Building Code, cites violations and orders remedies;

Attends and participates in meetings with boards and agencies such as town board, planning board, and zoning board meetings, handling matters relating to planning and zoning and related problems;

Directs or participates in the following:

Reviews plans and specifications for compliance with building codes, zoning ordinances, code compliance, fire safety, and applicable laws;

Inspects buildings and structures under construction, renovation or repair, for conformance with previously approved plans and specifications;

Issues permits for construction, combustible materials, fire alarms, etc. and furnishes certificates of occupancy;

Explains to building contractors, property owners, architects, engineers, attorneys and the general public the requirements of the local building codes, zoning ordinances, the New York State Building Construction/Fire codes, and other applicable laws;

Provides for removal or correction of illegal or unsafe construction, and secures necessary safeguards;

Issues condemnation notices for unsafe structures;

Inspects existing buildings for observance of safety standards;

Investigates complaints and assists in prosecuting violations of building codes, zoning ordinances, fire detection and suppression measures;

Develops reports and maintains records of operations and decisions of the departments;

Develops reports on buildings or structures erected or altered, permits issued, fees collected and estimated cost of work covered by such permits;

Obtains permits from other governmental units;

Reviews and maintains level of emergency preparedness during disaster occurrences;

Oversees property maintenance by inspecting yards and fields for rubbish and/or hazardous materials;

Oversees parking monitors responsible for ticketing illegally parked cars and enforcing fire lane restrictions;

Reviews and approves plans for hydrant locations and size of water mains in new commercial, industrial, and residential areas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the requirements of local building and fire codes and zoning ordinances; good knowledge of the New York State Uniform Fire Prevention and Building Code; good knowledge of relevant laws and ordinances; good knowledge of modern practices, principles, materials and equipment used in building construction; good knowledge of building trades; good knowledge of basic principles of engineering and architecture; good knowledge of fire alarm and sprinkler codes; ability to read and apply the International Construction Code; ability to read and apply New York State Energy Conservation Construction Code; ability to read and interpret working plans, drawings and specifications; ability to maintain records and develop reports; ability to plan, assign, and evaluate the work of a subordinate staff; ability to establish and maintain effective relationships with public officials, building contractors, and the general public; ability to recognize fire hazards and code violations; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, PLUS either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering, Architecture, Construction Technology, Fire Science, Fire Protection Technology or a closely related field, plus two (2) years paid full-time or its part-time equivalent experience performing fire and building inspection activities which must have included supervision of staff; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience performing fire and building inspection activities, two (2) years of which must have included supervision of staff; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Must obtain a valid New York State Basic Code Enforcement Training Certificate indicating successful completion of the training requirements for Code Enforcement Officials pursuant to Title 19 New York Codes, Rules and Regulations (NYCRR), Parts 434 and 1208 either within the first (1st) eighteen (18) months of employment or within eighteen (18) months from the date of the first (1st) training course attended, whichever is the shorter.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

ADOPTED: April 6, 2006

REVISED: November 8, 2012

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