

ASSISTANT FIRE MARSHAL/BUILDING INSPECTOR

Code No. 4-18-520
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting the Fire Marshall/Building Inspector with building and fire inspection and code enforcement activities. Duties include participating 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 Fire Marshall/Building Inspector or other higher-level staff member. 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 such as schools, churches, restaurants, buildings and other public facilities 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;

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;

Investigates complaints by making on-site inspections and assists in prosecuting violations of building codes, zoning ordinances, fire detection and suppression measures;

Inspects reported violations of town codes and ordinances;

Responds to fire alarms, assists with fire investigations, and shares pertinent information with fire districts;

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

Assists with developing and maintaining records and written reports including reports on buildings or structures erected or altered, permits issued, fees collected and estimated cost of work covered by such permits;

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;

Issues condemnation notices for unsafe structures;

Inspects existing buildings for observance of safety standards;

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

Assists with issuing permits for construction, combustible materials, fire alarms, fireplaces, woodstoves, etc. and furnishing certificates of occupancy;

Reviews and maintains level of emergency preparedness during disaster occurrences;

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

Attends training sessions and meetings to keep abreast of procedures and policy compliance of laws and regulations;

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: Good 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; working knowledge of modern practices, principles, materials and equipment used in building construction; working knowledge of building trades; working knowledge of basic principles of engineering and architecture; working knowledge of fire alarm and sprinkler codes; ability to read and apply the International Construction Code; ability to read and apply the New York State Energy Conservation Construction Code; ability to read and interpret working plans, drawings and specifications; ability to maintain records and write and develop reports; ability to establish and maintain effective relationships with public officials, building contractors, and the general public; ability to recognize fire hazards and code violations; ability to communicate effectively orally and in writing; 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; OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience performing fire or building inspection activities; OR,
- (C) Two (2) years experience as a volunteer* or career (paid) Firefighter, plus one (1) year paid full-time or its part-time equivalent experience in one of the building trades; OR,
- (D) Possession of a valid New York State Basic Code Enforcement Training Certificate indicating successful completion of the New York State Basic Code Enforcement Program**; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

*volunteer firefighter experience, for the purposes of these minimum qualifications, is defined as actual time spent in emergency services training, attending official department functions, or in responding to emergency situations as a firefighter. Time spent in fund-raising, parades, or social or sporting events will not be credited. The time claimed must be verified by a letter from the department chief/director.

**candidates qualifying under (D) above must submit copy of certificate at time of application.

SPECIAL REQUIREMENT: 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.

ADOPTED: April 3, 2014