

**FIRE MARSHALL AND ASSISTANT BUILDING
AND CODE COMPLIANCE INSPECTOR**

Code No: 4-14-175
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position in a Town is responsible for enforcing New York State Uniform Fire Prevention and Building Codes. The employee reports directly to and works under the general supervision of a higher ranking government official. Does related work as required.

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

Inspects commercial establishments to establish the extent of compliance to the New York State Uniform Fire Prevention and Building Codes;

Implements, when necessary, the disaster procedure of the Town, in accordance to the rules and amendments of the National Fire Protection Association (NFPA) and the Civil Defense;

Conducts periodic inspections as required by Fire Prevention Code;

Reviews and comments on Planning Board applications, as requested;

Acts as Building and Code Compliance Inspector in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of fire prevention methods; good knowledge of various fire and building codes for public and semi-public buildings; good knowledge of New York State Uniform Fire Prevention and Building code; good knowledge of relevant laws and ordinances; ability to recognize fire hazards and code violations; ability to communicate effectively; ability to explain town codes to residents; ability to establish and maintain effective work relationships with public officials, building contractors and the general public; 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) Three (3) years paid full-time or its part-time equivalent experience in building construction, building inspection, or one of the building trades, PLUS one (1) year of paid experience as a Firefighter, Fire Investigator, Fire Inspector, or Fire Education Officer; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree or completion of a minimum of sixty (60) semester credit hours with major work in civil engineering, construction technology or architecture, PLUS one (1) year of paid experience as a Firefighter, Fire Investigator, Fire Inspector or Fire Education Officer; OR,
- (C) Any equivalent combination of training and experience as described by the limits of (A), above.

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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: April 3, 1996