

FIRE PREVENTION OFFICER

Code No.: 6-06-006
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important line and liaison job in a Town involving the inspection of buildings, the enforcement of town laws, and the education of businessmen, fire officials, and the general public in the steps necessary to insure proper fire fighting and fire prevention measures for the protection of life and property. The employee works under the direction of the Town Board. Promotes fire prevention measures in a town and enforces provisions of local ordinances relating to occupancy, fire protection, fire prevention, and disposal of combustibles. 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.)

Inspect schools, churches, and other places of public assembly to determine occupancy limits;

Keeps records of floor plans, inspections made, and violations noted;

Investigates complaints regarding odors, smells, or accumulation of debris;

Inspects commercial establishments to determine degree of compliance with fire prevention code;

Notifies property owners of results of inspections;

Aids fire departments in familiarizing themselves with physical features of shopping centers;

Issues burning permits;

Investigates complaints about possible fire hazards or dangerous conditions arising from storage;

Orders and oversees the installation of hydrants in new divisions;

Acts as liaison between town fire departments and Town Board;

Attends town and county Fire Council meetings and advises Town Board of recommendations;

Inspect service stations to insure proper use of town sewers;

Take photographs of building and properties in violation of fire prevention ordinances;

Answers fire calls at commercial sites and aids police and fire departments;

Acts as liaison between Town Board and neighboring fire departments;

Speaks before a civic group concerning fire prevention and precaution.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the nature of fire hazards in commercial and public buildings; fire prevention measure and features; local fire codes and ordinances; fire fighting techniques and the properties of combustibles; ability to detect violations of the code and of fire safety practices in general; ability to investigate complaints, conduct inspections, and resolve the problem satisfactorily; ability to interview and advise the general public on fire safety matters; ability to work cooperatively with local fire departments and fire councils; ability to keep records relating to inspections and complaints; ability to speak in public; ability to write effective reports and recommendations; reliability; dependability; liking for outdoor work; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus five (5) years experience as a full-time or volunteer fireman with a completion of the New York State Fire Training course.

ADOPTED: February 6, 1969