COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION

CLASS TITLE: Assistant Fire Inspector **TITLE #:** 1051

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Fire Inspector in determining compliance with Municipal Residence Law, state and local building codes, and fire ordinances, as they relate to fire prevention and safety. The work requires close attention to detail since errors in judgement might endanger lives and property. Accurate and timely reporting of all inspections is an important element in assuring a sound and effective fire safety program. Work is performed under the general supervision of a Fire Inspector. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Fire Inspector in inspection of new and old buildings and structures, both public and private, for compliance with state and local building codes and laws;

Works with the Fire Inspector investigating the cause, origin and circumstances of fires in which a person has been injured or by which property has been damaged or destroyed and, so far as possible, determines whether the fire is the result of carelessness or design;

Assists the Fire Inspector in notifying proper authorities of suspicious fires and assists in the investigation;

Records and reports violations to the Fire Inspector, with specific recommendations to effect compliance;

Prepares and maintains a record of all inspection activities as conducted;

Investigates complaints of possible fire hazards, recommends corrective action to preclude unsafe conditions and assists Fire Inspector in preparing cases of non-compliance for court action;

Conducts follow-up inspections to assure that violations are corrected;

Assists in community promotion of information concerning fire prevention and safety as required;

Prepares and records code violations, inspection reports, and follow-up actions;

Reviews laws and codes in order to maintain currency concerning fire prevention safety.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of state and local fire ordinances and fire prevention programs; good knowledge of state and local building codes and statutes; good knowledge of modern fire fighting and prevention methods; ability to interpret building plans and specifications; ability to recognize fire hazards and recommend corrective actions; ability to establish and maintain good working relationships with public officials, building contractors, building superintendents and the general public; ability to communicate clearly and effectively; good powers of observation and judgment; courtesy, tact; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either

(A) Six months experience as a paid firefighter, fire safety inspector, or building inspector; or

(B) Two years of experience in general construction work supplemented by completion of a NYS Uniform Fire Prevention and Building Codes Enforcement Training Courses 9A, 9B, 9C (formerly Courses 40 & 41).

NOTE: Possession of New York State Basic Code Enforcement Training certificate may be substituted for the required experience.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 10/11/07 dmc