

## **MUNICIPAL FIRE CODE INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The Municipal Fire Code Inspector is responsible for determining compliance with the requirements of all applicable fire prevention ordinances, building codes, housing codes and multiple dwelling laws. The incumbent has responsibility for reviewing all plans and specifications submitted with applications for local building permits for solid fuel burning appliances, and small additions and/or alterations to existing structures, and has the authority to issue these permits. Work includes inspecting buildings, both existing and under construction and/or repair, for compliance with approved plans and requirements of state and local codes and ordinances. The work requires close attention to detail to minimize danger to life and property. The Municipal Fire Code Inspector also has authority to assist in prosecuting violations of the building, zoning and fire codes. Employees in this class do not have the responsibility for examination of plans for the construction of or the inspection of large scale construction involving the use of reinforced concrete or structural steel but may be required to perform routine inspection activities in connection with structural members. The work is performed under the direction of the head building inspector. Supervision may be exercised over technical and/or clerical assistants. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Inspects existing buildings for compliance with applicable Housing Codes, Fire Prevention Code, and Multiple Residence Laws;

Inspects existing schools, churches, housing projects, hotels, manufacturing plants, institutions, and places of public assembly for compliance with all applicable fire prevention laws and ordinances;

Investigates complaints of fire hazards and recommends the necessary steps to correct irregularities;

Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits;

Issues building permits and furnishes the prescribed certificates of occupancy upon applications;

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Inspects and investigates applications for the installation of storage tanks for flammable liquids;

Explains the requirements of the local building code, fire code, the local zoning ordinance and the New York State Multiple Residence Law and other applicable laws to building contractors and to the general public;

Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction and in existing buildings;

Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;

Investigates complaints and assists in prosecuting violations of the building code and zoning ordinance, housing code and fire codes;

Maintains records of acts and decisions of inspections pertaining to building codes, fire codes, housing codes and local zoning ordinances;

Prepares periodic reports of buildings and structures erected or altered of permits issued, of fees collected and estimated costs of work covered by such permits, for presentation to the local governing body.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of Fire Prevention Laws and Ordinances, Building Codes and local zoning ordinances;

Thorough knowledge of fire prevention techniques;

Thorough knowledge of modern practices, principles and materials used in building construction;

Good knowledge of the principles of engineering and architecture;

Good knowledge of the New York State Multiple Residence Law; and New York State Uniform Fire Prevention and Building Codes;

Working knowledge of fire fighting technology;

Skill in recognizing instances of fire violations and prescribing corrective measures;

Ability to recognize and recommend methods to minimize fire hazards;

Ability to establish and maintain cooperative relationships with other public officials, building contractors and with the general public;

Ability to read and interpret the plans and specifications;

Ability to be firm but courteous;

Good powers of observation;

Tactful;  
Good judgement.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in fire prevention, construction technology, civil engineering, or closely related field; or
- B) Graduation from a high school or possession of a high school equivalency diploma and four years' experience as a paid firefighter or four years as an active\* member of a volunteer fire company; or
- C) Graduation from high school or possession of a high school diploma and four years' experience in performing building inspections or fire inspections.

\* Proof of active status is required at time of application.

**SPECIAL REQUIREMENT:** Within 18 months of appointment: Certification as a Building Safety Inspector or Code Enforcement Officer as required by New York State Uniform Fire Prevention and Building Code.

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COMPETITIVE