

Posted: January 31, 2023
Dept: Building
Grade 13, Step 1
Salary: \$74,438.00
Respond to: Town of Yorktown
Human Resources Dept
By: February 10, 2023

FIRE INSPECTOR

GENERAL STATEMENT OF DUTIES:

Makes inspections of buildings and structures for compliance with the local fire prevention ordinances; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Under general direction, the incumbent of this position inspects residential, commercial and/or industrial properties for existing fire hazards and issues recommendations for the correction of such hazards. In addition, inspections are also conducted for violations of and compliance with existing codes, ordinances and laws in fire prevention. Supervision is not typically a function of this position but incumbents may, as needed and/or depending on jurisdiction, oversee the work of other personnel involved in fire prevention.

EXAMPLES OF WORK: (Illustrative Only)

Inspects buildings and structures for fire hazards such as inadequate wiring, blockage of fire exits, collection of rubbish or flammable materials, inadequate fire extinguishing equipment, etc.;

Issues notices of violations of the fire prevention codes, ordinances, and other laws pertaining to fire prevention;

Investigates complaints of fire hazards;

Inspects trucks carrying oil and gasoline;

Inspects the installation of oil heating equipment to insure that proper safety measures have been taken;

Issues permits for storage and sale of flammable liquids and explosives;

Inspects and supervises the handling and use of explosives;

Investigates premises after fires to determine cause and loss involved;

Maintains records and issues reports of investigations;

Keeps informed on the latest fire prevention methods and regulations and makes information available to interested individuals and groups;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of fire prevention methods; thorough knowledge of local fire codes, laws and ordinances; good knowledge of local building codes as they relate to fire prevention; familiarity with the workings of such things as fire alarm systems, sprinkler systems, etc. and basic fire inspection techniques; ability to maintain records and prepare reports; ability to gain the cooperation of others; ability to operate an automobile; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; firmness; courtesy; tact; good judgment; mental alertness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from high school or possession of a high school equivalency diploma and either: (a) three (3) years of experience as a volunteer or paid fireman or as building inspector or assistant building inspector which shall have involved fire inspection work; or (b) graduation from an accredited community college with an Associate Degree in engineering, building construction, civil technology, architectural technology or related field and one (1) year of specialized experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT:

Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

NOTE:

Effective January 1, 1985, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and who commence employment on or after that date shall be required to complete the prescribed minimum basic code enforcement training course.

SPECIAL NOTE:

Candidates who have completed the prescribed minimum basic code enforcement training course and have current certification of such by New York State may substitute such certification for one year of the required experience.

Send, fax or e:mail resume, to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail mgspurning@yorktownny.org. Equal Opportunity Employer.