

FIRE INSPECTOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, incumbents in this class receive on-the-job training while performing limited duties inspecting residential, commercial and/or industrial properties for existing fire hazards. During the traineeship, the incumbent accompanies a higher level employee certified to enforce New York State Uniform Fire Prevention and Building Code such as a Building Inspector, Assistant Building Inspector or Fire Inspector while inspecting and investigating violations of and compliance with building and fire codes, and local fire prevention ordinances and laws, and performs duties under close supervision. The term of the trainee appointment may not exceed 18 months, during which time the incumbent is required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations (NYCRR), Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c). A person who has commenced, but not completed, the code enforcement official inspector basic training program may, during such person's basic training period, perform code enforcement official enforcement activities on behalf of the local agency if so designated and authorized by the appointing authority. Upon satisfactory completion of the traineeship and the basic training courses within the prescribed time frame, incumbents are advanced to the Fire Inspector level without further examination. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs entry-level inspection of 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. under close and continuing supervision while undergoing on-the-job training;

Assists in investigating complaints of fire hazards;

Assists in inspection of trucks carrying oil and gasoline;

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

Assists in inspecting the handling and use of explosives;

Investigates premises after fires to determine cause and loss involved;

Maintains records and prepares reports of investigations;

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

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of fire prevention methods; good 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 (b) three (3) years of on-site building construction experience and/or investigative work to enforce codes and ordinances specifically related to the construction and safety of building structures.

SUBSTITUTION: Satisfactory completion of 30 college credits* towards a degree in Engineering, Building Construction, Civil Technology, Architectural Technology or a related field may be substituted at the rate of 30 credits per year of the above required experience, up to a maximum of two years.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

1. Possession of a valid license to operate a motor vehicle in New York State at time of appointment.
2. Effective January 1, 2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations (NYCRR), Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the date of first attendance at a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections throughout the duration of their employment.