



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Residential Safety Inspector PT**
Jurisdictional Class: Competitive
Civil Division: County
Adoption: CSM 12/09/2015
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the Department of Social Services and involves responsibility for reviewing, administering and enforcing the NYS Uniform Fire Prevention Law and local fire-building codes as it pertains to placement of foster care children. Incumbents in this position ensure compliance with the appropriate laws, codes, rules, and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Visits residences to assess the suitability of living conditions for placement of foster children.
Assesses and monitors compliance with NYS Office of Children & Family Services regulations.
Inspects residential buildings and properties for health and safety hazards including but not limited to:
structure, mechanicals, egress/exits, windows/screens, water temperature, play equipment,
swimming pools, cleanliness, storage of chemicals and firearms.
Inspects and checks for smoke detectors, carbon monoxide detectors and fire extinguishers. May
collect water samples for lab testing.
Educates foster parents around safety and fire prevention including evacuation drills and emergency
response.
Provides written reports to DSS and develops plans for corrective action.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Ability to recognize health and safety hazards, working knowledge of building codes and fire prevention,
familiarity with NYS OCFS regulations for certified foster homes.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND (3) years of
experience inspecting residential buildings for safety and compliance as a fireman, Code Enforcement
Officer, NYS Licensed Home Inspector, or NYS Certified Building Safety Inspector.

SPECIAL REQUIREMENT(S):

None