



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

JOB SPECIFICATION

Civil Service Title:	FIRE INSPECTOR
Jurisdictional Class:	Non-Competitive (*Part-Time) Competitive (Full Time)
Civil Division:	Towns, Village of Aurora, Village of Cayuga
Adoption: CSM	12/20/76
Revised: CSM	01/18/02; 4/13/16; 6/14/17; 6/12/18

DISTINGUISHING FEATURES OF THE CLASS:

Inspects buildings for compliance with fire prevention laws and ordinances, complies with New York Codes and Regulations 19 CRR-NY 1203.3 section (h) provisions; does related work as required. This is inspection work involving responsibility for determining compliance with the Town/Village Fire Prevention Code. The work requires attention to details and sound judgment in assessing potential hazards. The work is performed under the general direction of the Town Board/Village Board with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Inspects industrial and commercial buildings and places of public assembly for fire hazards, efficiency of fire protection equipment, adequacy of exits, and general compliance with the Town/Village Fire Prevention Code;

Inspects the installation and maintenance of sprinkler and fire alarm systems;

Responds to all structure fires in a designated area of the Town/Village to investigate possible arson or other causes and to assist with firefighting and rescue operations;

Inspects vacant buildings for fire and safety hazards and recommends securing or demolishing them where necessary;

May use explosive meter to investigate possible hazards related to flammable liquids and gases;

May inspect private residences for fire hazards at the requests of owners;

Takes photographs of fire hazards and fire scenes;

Investigates complaints of outdoor burning;

Testifies in court regarding violations of the Town/Village Fire Prevention Code;

Keeps records and prepares reports of activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of local fire prevention laws and ordinances;

Good knowledge of the geography of the Town/Village;

Working knowledge of state and local building codes;

Working knowledge of modern methods of fire prevention and fire fighting;

Ability to recognize fire hazards;

Good powers of observation;

Good judgment;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND**

- (A.) Three years of experience as a paid firefighter; **OR**
- (B.) Six years of experience as a volunteer firefighter; **OR**
- (C.) Three years of experience in the inspection of buildings for safety and/or compliance with codes; **OR**
- (D.) An equivalent combination of training and experience as defined by the limits of A, B, and C above.

NOTE: Experience as a qualified Municipal Building Inspector or Assistant Building Inspector can be submitted for an equivalent amount of the above-required experience.