

## **FIRE AND CODE INSPECTION OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position is responsible for inspection to determine compliance with the requirements of all applicable fire prevention ordinances, laws of New York State, the Village, and all applicable building and housing codes of the Fire Department. The work requires close attention to detail to minimize danger to both lives and property as well as to ensure construction complies with Village ordinances. The work is performed under the direct supervision of the Fire Marshal. Performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Inspects buildings for compliance with applicable Housing Code, Building Code, and Multiple Residence Laws;  
Inspects premises for compliance with Zoning Ordinance;  
Inspects building construction, new or altered, for compliance with all applicable codes, including Plumbing and/or Electrical Codes;  
Inspects 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;  
Instructs in the proper use of fire extinguishers;  
Inspects and investigates applications for the installation of storage tanks for flammable liquids;  
Supervises fire drills at schools;  
Responds to alarms while on duty and assists with rescue and fire fighting operations;  
Maintains records and prepares reports;  
May inspect fireworks displays, explosive storage and blasting operations;  
May participate in speaking engagements, lectures and demonstrations.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of local and state fire prevention laws and ordinances;  
Working knowledge of state and local building, housing, electrical and plumbing codes;  
Good knowledge of current fire fighting and fire prevention techniques;  
Good knowledge of the geography of the Village and the area immediately adjacent thereto;

Ability to recognize and recommend methods to minimize fire hazards;  
Ability to secure the cooperation of others;  
Firmness;  
Tact;  
Good judgement in dealing with the public.

**MINIMUM QUALIFICATIONS:**

Village of Endicott: One year permanent status as a Fire Fighter in the Village of Endicott Fire Department.

Village of Johnson City: Four years permanent status as a Fire Fighter in the Village of Johnson City Fire Department.

**SPECIAL REQUIREMENT:**

Must complete all current New York State Codes courses and become certified by New York State to enforce same within 12 months of appointment.

R611            7/1/15

COMPETITIVE