

ASSOCIATE FIRE PROTECTION INSPECTOR

General Statement of Duties and Responsibilities

Under general direction, performs difficult and responsible work and/or responsible supervisory work in the operation of major inspection programs in the Bureau of Fire Prevention, to detect violations of the laws, rules and regulations intended to reduce or eliminate fire hazards or assist in extinguishing fires. There are three assignment levels. All personnel perform related work and may drive a motor vehicle in performing these duties. The following are typical assignments within this class of positions.

Assignment Level I

Makes special investigations; plans and conducts special programs, surveys and drives.

Assists Fire Protection Inspectors and field units in the inspection of unusual conditions.

Assists in planning, directing, and carrying out in-service training programs.

Disseminates technical information to staff.

May supervise subordinate personnel.

Keeps records; prepares reports.

ASSOCIATE FIRE PROTECTION INSPECTOR (continued)

Assignment Level II

Supervises, counsels, analyzes and evaluates work of Fire Protection Inspectors, and performs work of same; reviews Inspector's reports for completeness, accuracy and to determine whether a permit or violation order should be issued; maintains a daily record of the activities of each Inspector.

Reviews and approves recommendations for issuance of modifications or dismissal of pending orders.

Maintains control lists of places where frequency of fire or special circumstances require frequent inspection.

Administers public certification program, including development of tests, for certificates of fitness, certificates of qualification, certificates of license.

Directs the Hazardous Cargo Vehicle Inspection Program.

Conducts on-the-job training.

Prepares directives and procedures to implement the policies, rules and regulations of the Bureau; assists field units in technical matters of operation of the Apparatus Field Inspection Duty program; develops technical procedures for proper code enforcement.

Testifies in court, as required.

Represents the Bureau at meetings and conferences with other departments and agencies; interviews and advises engineers, architects and contractors about departmental rules and regulations and Administrative Code requirements.

ASSOCIATE FIRE PROTECTION INSPECTOR (continued)

Assignment Level III

Plans, directs and coordinates the operation of a city-wide fire prevention and/or combustible inspection program.

Directs the fire prevention inspection program relating to extinguishing and detection systems, factory inspections, and violation enforcement.

Directs the combustible inspection program relating to underground tank installations, and tank truck inspections.

Interprets relevant policies of the Department to staff; prepares directives and procedures to implement relevant policies, rules and regulations of the Bureau of Fire Prevention.

Assists in the planning of and directs special programs and surveys; plans and directs in-service training programs.

Supervises, counsels and evaluates the work of subordinate personnel.

May represent the Bureau at meetings and conferences with other departments and agencies; interviews and advises engineers, architects and contractors about departmental rules and regulations and Administrative Code requirements.

ASSOCIATE FIRE PROTECTION INSPECTOR (continued)

Qualification Requirements

1. Five (5) years of full-time experience in one or more of the following:
 - (a) The manufacture or storage of explosive or flammables;
 - (b) The development of safety standards for the manufacture or storage of such materials;
 - (c) The inspection of premises where such materials are manufactured, stored, or housed to detect potential fire and explosive hazards;
 - (d) The design, installation, operation, repair and testing of sprinkler systems, standpipes, or other fire detection or fire extinguishing systems; or
2. Educational and/or experience equivalent to "1" above. Education from an accredited college or technical institution with specialization in fire science technology, chemistry, physics, or engineering may be substituted for the experience requirement on the basis of one year of education (30 credits) for one year of experience, up to a maximum of 4 years.

License Requirement

A Motor Vehicle Driver's License valid in the State of New York.

Direct Lines of Promotion

From: Fire Protection Inspector
(31661)

To: Administrative Fire Protection
Inspector (10024)