

Department: Fire Code Administration
Classification: Competitive
Grade: 11

SPEC DISK C2
DOCUMENT 61

ASSISTANT CODE ENFORCEMENT/SAFETY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Chief Code Enforcement/Safety Officer and Code Enforcement/Safety Officer in administering and enforcing the N.Y.S. Uniform Fire Prevention and Building Code. The incumbent also assists in maintaining the safety and health standards mandated by the N.Y.S. Public Employees Occupational Safety and Health Act. On-site investigations will be performed in all facilities and the incumbent may be required to work at night or in the evening. May be required to assist local Building Inspectors and/or Fire Code Inspectors in the normal pursuit of their responsibilities. Duties are performed under the general supervision of the Chief Code Enforcement/Safety Officer and Code Enforcement/Safety Officer with considerable leeway allowed in exercising independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

When engaged in Code Enforcement functions:

Assists in administering and enforcing all provisions of N.Y.S. Uniform Fire Prevention and Building rules and regulations pertaining to the construction or alteration of buildings and structures; Code, and other applicable codes, laws, completion of construction of buildings and structures;
Coordinates and participates in the inspection of various stages of construction, and inspects upon buildings and structures;
Issues, denies or revokes building permits and certificates of occupancy as required;
Issues written notices to correct unsafe, illegal or dangerous conditions in existing structures;
Inspects, as necessary, buildings and structures for compliance with the fire prevention provisions of the State Uniform Fire Prevention and Building Code;
Issues a certificate of occupancy for building construction or alteration in compliance with the provisions of the Uniform Code;
Maintains accurate records on all transactions and activities including all applications received, permits and certificates issued, fees charged and collected, inspection reports and notice and orders issued;
Prepares a variety of reports relevant to Code Enforcement activities for the municipal government.

When engaged in Safety Officers functions:

Inspects public facilities, highway departments, and work areas to identify unsafe conditions or practices and recommend preventative measures to alleviate conditions which pose significant risk of accidental injury;
Develops recommendations for employers and support management in implementing safety programs; May provide safety training and consulting services to municipalities upon request;
May assist in investigation of accidents to determine cause and develop appropriate remedial actions;
May assist in researching health and safety grievances and/or complaints submitted by employers for possible health and safety violations;
Recommends alternative solutions to health and safety grievances and/or complaints;

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Maintains records in compliance with OSHA and Toxic Substance reporting requirements;
Prepares and maintains a variety of related records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices, principles, materials and tools used in building construction; good knowledge of building trades; working knowledge of State Uniform Fire Prevention and Building Code and applicable Local Zoning Code; good knowledge of the principles of fire prevention; working knowledge of Public Employees Occupational Safety and Health Act standards and regulations; ability to write clear and concise reports and maintain accurate records; ability to conduct training seminars; ability to communicate effectively both orally and in writing; ability to read and interpret plans and specifications; willingness to make field investigations in adverse weather during other than working hours; ability to be firm, but courteous, thorough, tactful; use good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Civil Technology, Industrial Technology, Fire Science Technology or a closely related field and two years of full-time paid experience in building construction, building inspection, firefighting or fire inspection; or
- (b) Four years of full-time paid experience as defined in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Candidates must be eligible for appropriate New York State driver's license.

Revised: 02/27/92