

New York State Department of Civil Service
DIVISION OF CLASSIFICATION AND COMPENSATION

Classification Standard

Occ. Code 7861100

Fire Protection Specialist 1, Grade 18 7861100
Fire Protection Specialist 2, Grade 23 7861200
Fire Protection Specialist 3, Grade 27 7861300

Brief Description of Class Series

Fire Protection Specialists provide technical assistance and training on life safety code and fire prevention to law enforcement, code enforcement specialists, fire officers, dispatchers, hospital staff, emergency medical technicians, and health and safety officers in accordance with applicable State laws and regulations. They may inspect structures, respond to emergencies, and prepare reports. The specific duties performed vary by technical program assignment. Positions in this series are found only at the Department of Homeland Security and Emergency Services.

Distinguishing Characteristics

Fire Protection Specialist 1: full-performance level; independently functions as technical advisor on life safety code and fire prevention programs; conducts classroom training; inspects facilities; and responds to fires, emergencies, and other disasters in a geographic area.

Fire Protection Specialist 2: first-level supervisor; performs the more complex inspections and investigations.

Fire Protection Specialist 3: second-level supervisor; supervises lower-level Fire Protection Specialists in a region and/or specific program area; serves as the State's highest-level expert for an assigned technical program.

These positions may be assigned to operate tractor trailers on an occasional basis. The particular license requirements of individual positions are determined by the types of vehicles the incumbents are required to operate.

Related Classes

Fire and Safety Representatives inspect adult and childcare facilities and ensure that these facilities comply with safety codes and regulations; review evacuation plans to determine the ability of facilities to respond to fire and other emergencies; and conduct training in safety awareness and regulatory requirements.

Code Compliance Specialists provide technical assistance and training in code enforcement and administration and inspect new and existing construction for compliance with approved plans and specifications and the New York State Uniform Fire, Building, and Energy Codes.

Illustrative Duties

Fire Protection Specialist 1

Develops course curriculum for assigned technical specialties (e.g., hazardous materials, weapons of mass destruction, vehicle extrication, fire fighting, and emergency medical services).

Prepares lesson plans and creates a variety of educational materials and teaching aids.

Evaluates technical training programs and recommends improvements.

Conducts life safety code and fire prevention inspections of facilities at various counties, municipalities, and civic organizations to determine compliance with applicable State laws and regulations.

- Inspects and supervises the testing of alarm, sprinkler, emergency lighting and public address systems.
- Reviews corrective plans and prepares reports on inspection findings.
- Meets with facility representatives to discuss life safety code and fire prevention deficiencies.
- Conducts follow-up inspections and evaluations to ensure compliance.
- Develops or assists in developing building evacuation plans.
- May review special event plans, observe special event setups and operation to ensure adequate exiting, and review emergency command and control procedures and equipment.

Provides on-site investigative assistance and staff support to local government emergency responders and officials.

- Provides technical direction to develop emergency response plans and exercises with the State Emergency Management Office.
- Prepares technical reports and other documents on findings for court proceedings and may testify as the State's technical expert.

- May act as the official State representative to coordinate State provided emergency services in the event of a regional or Statewide incident.

Fire Protection Specialist 2

Performs the full range of supervisory responsibilities over Fire Protection Specialists 1. Assigns work, evaluates work performance, counsel staff, approves time off, trains staff, and participates in the interview and selection process.

Reviews and audits teaching assignments of Fire Protection Specialists 1 and licensed State Fire Instructors.

- Recommends new training programs and assists Fire Protection Specialists 1 and State Fire Instructors in developing training programs.
- Reviews curricula, lesson plans, instructional materials, and public education materials for content, relevance, and accuracy.
- Audits teaching assignments of Fire Protection Specialists 1 and State Fire Instructors and takes any corrective actions.
- Reviews participant evaluations and consults with instructor to identify areas for course improvements.
- Critiques instructors on presentation methods, technique, and technical content and provides guidance and suggestions for improvement.
- May provide instruction on life safety code and fire prevention courses.

Assists in developing and implementing fire safety policy and program development recommendations for State agencies, college campuses and others, including the review of college fire service courses, curriculums, and programs.

Assists local fire departments to identify outside experts in highly technical training programs and arranges for training materials, accommodations, and expenses.

Supervises the periodic review of local fire department training programs and courses and recommends approval or revocation of the certification of these programs.

Supervises life safety code and fire prevention inspection programs.

Reviews inspection reports prepared by subordinates and supervises the preparation of formal departmental recommendations for remedial action, including legal action.

Performs the more complex inspections and investigations and prepares reports.

Performs fiscal, personnel, and administrative functions to support the State's life safety code and fire protection programs.

- Prepares technical reports on fire reporting data, fire safety trends and developments, and changes in technologies.
- Interprets fire safety provisions for government officials and private agencies.
- May consult with architects, engineers, and facility managers to resolve fire safety deficiencies found by field staff.
- May assist in developing fire prevention and investigative strategies for local fire prevention planners and the community to ensure cooperation and coordination of State and local government programs.
- May represent the State Fire Administrator at meetings with local officials and at national, State and local seminars, conferences, and workshops.

Fire Protection Specialist 3

Directs the operation of regional field staff in an assigned technical program and coordinates field operations among fire protection bureaus. Performs the full range of supervisory responsibilities over Fire Protection Specialists 2.

Provides fire protection advice and consultation to boards, commissions, State and local government, federal officials, public officers, and private industry.

- Researches and develops fire reporting data capture and analysis methods.
- Prepares papers on technical issues in the fire prevention and control field.
- Evaluates and recommends local government fire prevention and protection needs, code interpretation, and compliance requirements.
- Supervises, reviews, and evaluates fire defense capability studies at State facilities.
- May direct the preparation of federal grant proposals for assisting local government fire prevention programs.

Directs the planning and development of life safety code and fire prevention, and outreach training programs.

- Approves the development of public education materials, program curricula, and related materials.
- Authorizes the issuance of certifications to approved life safety code and fire prevention programs, instructors, and participants.

- Approves the selection of State Fire Instructors and reviews recommendations for terminating technical training courses.

Provides direction and guidance for situations requiring immediate attention in the absence of the Deputy State Fire Administrator and the State Fire Administrator.

Minimum Qualifications

Fire Protection Specialist 1

Open Competitive: EITHER five years of full-time paid experience* as a firefighter in a fire department or industrial fire brigade, OR eight years of experience* as a volunteer firefighter or firefighter trainer. Experience must have been obtained within the last 15 years; two years of this must have included performing one or more of the following: fire and/or building code inspections and/or enforcement, fire arson investigation; hazardous materials response; technical rescue; or fire instruction. All specialized experience must have been obtained in the last 15 years.

In addition, candidates must have completion of Fire Instructor 1 and Hazardous Materials Technician, AND at least two of the following offered by the New York State Division of Homeland Security and Emergency Services Office of Fire Prevention and Control, or equivalent, qualifying for certification in: Structural Collapse Rescue Technician, Fire Officer 1, Hazardous Materials Advanced Technician, Fire Instructor 2, or certification by the Department of State as a Code Enforcement Official. All certifications must have been completed within the last 15 years.

*Substitution: College course work in a fire-related field such as fire service technology, fire protection, fire science, fire administration, or fire management may be substituted for up to two years of the required specialized experience at a rate of 30 semester hours in fire-related courses being equivalent to one year of specialized experience. Coursework must have been completed within the last 15 years.

Candidates must possess a New York State Driver's License appropriate for the type of vehicle to be operated. Candidates may be required to possess a CDL Class A, B, C or General Class D license.

Fire Protection Specialist 2

Promotion: one year of competitive service as a Fire Protection Specialist 1.

Fire Protection Specialist 3

Promotion: one year of competitive service as a Fire Protection Specialist 2.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the

work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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