

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

Classification Standard

Occ. Code 7886110

Fire & Safety Representative, Grade 18

Brief Description of Class

Fire & Safety Representatives participate in the development, implementation, and evaluation of fire safety programs for agency operated or certified facilities and program sites. Incumbents conduct fire safety inspections of buildings and test fire safety equipment and detection systems to identify and resolve hazards and deficiencies, and ensure compliance with applicable local and State fire codes, rules, and regulations; develop and review evacuation plans, and monitor and evaluate evacuation procedures to determine facilities' ability to respond to fires and other emergencies; and provide technical assistance and training on fire prevention and life safety code requirements.

Positions are classified in the Office of Children and Family Services (OCFS) and Office for People With Developmental Disabilities (OPWDD).

Distinguishing Characteristics

Fire & Safety Representative: full performance level; conducts fire safety inspections for facilities and program sites within an assigned region or geographic area; develops, monitors, and evaluates evacuation plans and procedures; provides technical assistance and training on fire prevention and life safety code requirements; and may supervise lower-level support staff.

Related Classes

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; and may inspect structures and respond to emergencies.

Illustrative Tasks

Fire & Safety Representative

Conducts onsite reviews and fire safety inspections of facilities and program sites.

- Reviews and evaluates testing, inspection, and maintenance documentation and records for fire safety equipment and detection systems to ensure that they are installed and maintained in accordance with applicable fire safety laws, codes, ordinances, regulations, and standards.
- Inspects buildings, and tests fire safety equipment and detection systems to verify that they are operational and effective, detect fire hazards, and identify code violations.
- Identifies and recommends necessary corrective actions to bring facilities and program sites into compliance with fire and life safety codes, rules, and regulations; and explains these measures to appropriate staff.
- Conducts follow-up inspections or coordinates with other agency staff to ensure corrective actions are implemented and deficiencies are resolved.
- Prepares and maintains inspection reports, including detailed findings and corrective action recommendations.

Develops, reviews, and updates evacuation plans; conducts or observes fire exit drills to monitor performance, evaluate evacuation procedures, and ensure effectiveness; and provides feedback for improvement.

Provides technical assistance and guidance regarding fire safety requirements, codes, rules, and regulations to various parties, including agency staff, facility managers, service providers, architects, engineers, and contractors.

Acts as liaison with local and State fire and safety authorities regarding facility inspections, fire investigations, and other matters involving dual jurisdiction.

Assists in the development of fire safety and prevention training curriculum and guidance materials; and provides training to internal and external stakeholders.

Recommends changes to fire prevention and inspection procedures, rules, and regulations.

Responds to emergencies fulfilling any role in the Incident Command System (ICS).

May testify in court or administrative proceedings regarding fire safety issues.

May supervise lower-level support staff and perform the full range of supervisory duties.

Minimum Qualifications

Fire & Safety Representative

Open Competitive: five years of active service in a career fire department or industrial fire brigade, two years of which must have included primary responsibility for fire prevention, inspection, or training programs.

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 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.

Date: 3/2021

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