

Posted: April 13, 2026  
Dept: Building  
Grade 15  
Salary: \$80,945- \$95,494  
Respond to: Town of Yorktown Human  
Resources Dept By April 27, 2026

FIRE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this position inspects residential, commercial and/or industrial properties for existing fire hazards and issues recommendations for the correction of such hazards. In addition, inspections are conducted for violations of and compliance with existing codes, local fire prevention ordinances and laws. Supervision is not typically a function of this position but incumbents may, as needed and/or depending on jurisdiction, oversee the work of other personnel involved in fire prevention. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Inspects buildings and structures for fire hazards such as inadequate wiring, blockage of fire exits, collection of rubbish or flammable materials, inadequate fire extinguishing equipment, etc.;

Issues notices of violations of the fire prevention codes, ordinances, and other laws pertaining to fire prevention;

Investigates complaints of fire hazards;

Inspects trucks carrying oil and gasoline;

Inspects the installation of oil heating equipment to insure that proper safety measures have been taken;

Issues permits for storage and sale of flammable liquids and explosives;

Inspects and supervises the handling and use of explosives;

Investigates premises after fires to determine cause and loss involved;

Maintains records and issues reports of investigations;

Keeps informed on the latest fire prevention methods and regulations and makes information available to interested individuals and groups;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of fire prevention methods; thorough knowledge of local fire codes, laws and ordinances; good knowledge of local building codes as they relate to fire prevention; familiarity with the workings of such things as fire alarm systems, sprinkler systems, etc. and basic fire inspection techniques; ability to maintain records and prepare reports; ability to gain the cooperation of others; ability to operate an automobile; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; firmness; courtesy; tact; good judgment; mental alertness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as a volunteer or paid firefighter, a building inspector, or an assistant building inspector and proof of satisfactory completion of the prescribed minimum basic code enforcement training course.

SUBSTITUTION: Satisfactory completion of 30 college credits\* towards a degree in Engineering, Building Construction, Civil Technology, Architectural Technology or a related field may be substituted at the rate of 30 credits per year of the above required experience, up to a maximum of two years.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

1. Possession of a valid license to operate a motor vehicle in New York State at time of appointment. It is the responsibility of the appointing authority to ensure that the candidate meets the requirements prescribed by the New York State Department of Motor Vehicles throughout the course of employment.

2. Effective January 1, 2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations (NYCRR), Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the date of first attendance at a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections throughout the duration of their employment.

**TAKE NOTICE:** This position is a civil service tested position, hiring will be on a contingent basis. In order to be considered for a probationary appointment, you must attain a passing score for this exam, and be among the top three highest scoring candidates willing to accept the position. A \$50 fee paid by check to Westchester County is required in order to sit for this exam.

Towns, Villages, Cities of Rye & Peekskill  
J. C.: Competitive  
1m

Job Class Code: 0107

Email, or send resume to:  
Email: tkuzemczak@yorktownny.gov

**Equal Opportunity Employer**

Town of Yorktown  
Attn: Human Resources 363 Underhill Avenue  
Yorktown Heights, NY 10598