

Department of Community Affairs

Division of Fire Safety

Division Administration



TO: All Municipal Fire Service Personnel

FROM: William Kramer, Jr., Acting Director/State Fire Marshal

DATE: March 3, 2012

**SUBJECT: Employment Opportunity
Temporary Fire Inspector Positions
NJ State Division of Fire Safety, Fire Code Enforcement Unit**

The NJ State Division of Fire Safety has an immediate need for Fire Inspectors to conduct fire code inspections in all towns where the Division is the fire code enforcing agency as well as state owned and occupied buildings and properties. These positions will be a minimum of 30 and maximum of 40 hour per week for a period not to exceed six months. The hourly rate will be \$24.69. You will be required to possess a valid driver's license and utilize your own vehicle to conduct these inspections within the region you are assigned. Mileage and toll reimbursement will be provided as set by the State. Since these positions are temporary, a benefit package will not be provided.

You must hold a valid, up-to-date Fire Inspector or Fire Official Certification with the Division of Fire Safety, and have four years of fire service experience. Attached is the job specification for your information.

You must be able to work a minimum of 30 hours per week during normal business hours. If you are interested in this employment opportunity, please e-mail a letter of interest, resume, copy of your Fire Inspector and/or Fire Official Certification and a copy of your driver's license to Marylain Kemp, Division of Fire Safety at mkemp@dca.state.nj.us no later than Friday, March 16, 2012. In lieu of electronic copies, hard copies will be accepted and can be sent to the Division of Fire Safety, PO Box 809, Trenton, NJ, 08625-0809, Attn: Marylain Kemp.

We anticipate filling these positions by April 1, 2012.

Attachment: Civil Service Job Spec: Inspector, Fire Safety



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification 32194

INSPECTOR FIRE SAFETY

DEFINITION:

Under general supervision of a Principal Inspector, Fire Safety or other supervisory official in the Department of Community Affairs, performs the field work involved in the enforcement of New Jersey Uniform Fire Safety Act, Code, and Regulations; does related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Inspects buildings classified as highrise and life hazard use for compliance with the Uniform Fire Safety Code in accordance with the schedule established by the Code.

Inspects buildings of various use to ensure that the installation of automatic fire suppression systems is in accordance with the New Jersey Uniform Construction Code.

Inspects buildings of six stories above grade or more that are used for human occupancy to ensure that such buildings are equipped with standpipes that are installed in accordance with the New Jersey Uniform Construction Code.

Conducts field visits and physical inspections of state-owned, leased, and occupied structures to obtain maximum fire protection for the occupants and the premises.

Appraises buildings to determine the extent and quality of existing fire protection measures and equipment and provides recommendations for the most efficient and economical methods of securing safe structural conditions to protect occupants from the hazards of fire.

As required, serves penalty notices, orders, rulings, and other legal process including notices of violation.

Ensures that automatic fire alarm systems, when required, are present, operable, properly maintained, and installed in accordance with the New Jersey Uniform Construction Code and/or NFIPA 72E.

Inspects buildings for proper and adequate means of egress as determined by use, design, and layout, and ensures that means of egress are accessible, safe, properly equipped and maintained, and meet the requirements of the New Jersey Uniform Fire Code.

Ensures that all exit and information signs are properly displayed and maintained and meet the requirement of the New Jersey Uniform

Fire Safety Code with regard to location, illumination, and height.

Prepares and issues orders to abate violations within a specified time period.

Reinspects buildings, structures, or premises that have been identified by local enforcing agencies and/or department inspectors as having violation(s) that constitute imminent hazard to the health, safety, or welfare of the occupants or intended occupants, firefighters, or the general public to determine if the violations have been abated.

Initiates procedures to have buildings, structures, or premises vacated, closed, or removed when life-threatening violations are found.

Ensures permit applications are obtained where code requires and performs inspections on uses related to the permit.

Provides assistance to owners concerning the New Jersey Uniform Fire Safety Act, Code, and Regulations and provides advice on how to abate existing violations.

Interprets the New Jersey Uniform Fire Safety Code for fire code enforcement agencies, fire officials, fire departments, and municipal officials.

Investigates complaints of alleged fire code violations and prepares reports containing findings, conclusions, and recommendations.

Prepares and maintains accurate inspection records of actions taken, violations found, progress made, and other conditions observed, and takes photographs pertinent to assignments.

As required, provides testimony in court and at hearings and acts as a witness in behalf of the state.

Prepares clear, sound, accurate, and comprehensive reports containing findings, conclusions, and recommendations.

Maintains records and files.

Prepares correspondence in the course of official duties.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Four (4) years of experience in a field associated with the fire service or fire protection industry, such as fire inspector, fire protection system installations, fire protection subcode official, or fire prevention official.

NOTE: A Bachelor's degree from an accredited college or university in the field of fire science or related area may be substituted for the four (4) years of indicated experience.

NOTE: An Associate degree from an accredited college in the field of fire science or related area may be substituted for two (2) years of the indicated experience.

CERTIFICATION

Applicant must possess a valid Fire Inspector certification issued by the Division of Fire Safety, Department of Community Affairs, to engage in the enforcement of the New Jersey Uniform Fire Safety Code.

NOTE: Applicants who possess the next level of license as a Fire Official are considered to have met the above license requirement.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the provisions of the New Jersey Uniform Fire Safety Act, Code and Regulations after a period of training.

Knowledge of the provisions under the Uniform Construction Code Act, Hotel and Multiple Dwelling Law, and Rooming and Boarding House Act, and their relation to the Uniform Fire Safety Act after a period of training.

Knowledge of the methods used to conduct inspections.

Knowledge of principles and practices of fire safety and protection systems, including limitations, types, operation, maintenance, and installation.

Knowledge of basic fire protection requirements for residential, commercial, institutional and recreational buildings, structures, and facilities.

Knowledge of the proper methods for handling and storing hazardous materials.

Knowledge of means of egress requirements including exit access, exit discharge, and exit signs.

Knowledge of the operation and maintenance of smoke detectors and the types of smoke detectors and alarms available.

Knowledge of the procedures used to inspect and evaluate buildings and structures for fire hazards and fire safety.

Knowledge of requirements for entry and inspection after a period of training.

Knowledge of the administrative and operational procedures, applied to ensure the timely inspection and reinspection of life hazard uses and highrise buildings, required by the New Jersey Uniform Fire Safety Act, Code, and Regulations after a period of training.

Knowledge of zoning requirements and terminology.

Knowledge of the basic plumbing, electrical, and heating systems, and related terminology.

Ability to conduct inspections to determine hazardous conditions.

Ability to identify existing and potential fire safety hazards.

Ability to comprehend, analyze, and interpret basic laws, standards, and policies, and apply them to specific situations.

Ability to establish cooperative working relationships with tenants, owners, municipal officials, and other interested in or concerned with the enforcement of laws relating to fire safety.

Ability to explain existing and potential fire safety hazards to owners, tenants, and others.

Ability to identify and determine the type, quality, and grade of fire protection materials and methods and determine whether they conform to the standards established by the New Jersey Uniform Construction Code regulations.

Ability to estimate the time required to abate violations and establish deadlines by which owners must complete the abatement of violations.

Ability to act as a witness in hearings and at court proceedings and give provide testimony under oath.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain records, reports, and files.

Ability to prepare correspondence.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.