State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR19-0076 **ISSUE DATE:** September 4, 2019

TITLE: Fire Code Assistance Representative 1 **CLOSING DATE:** September 18, 2019

DIVISION / OFFICE /UNIT: Division of Fire Safety, Local Assistance Unit

SALARY RANGE: I22: $55,061.95 - $78,022,48

LOCATION: 101 South Broad Street Trenton, NJ

NUMBER OF POSITIONS: 2

OPEN TO:
- ☒ **Department-Wide (Department of Community Affairs Employees ONLY)**
- ☐ **All Departments/Agencies (State Employees with permanent status ONLY)**
- ☐ **General Public and/or State Employees**

DESCRIPTION OF MAJOR DUTIES: Under the supervision of the Supervisor of Local Assistance, Fire Safety, Department of Community Affairs, provides technical assistance to officials and inspectors involved in the enforcement of the Uniform Fire Safety Act and Regulations and conducts related investigations; does other related duties.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EXPERIENCE: Six (6) years of experience enforcing a national model fire safety consensus code, such as the International Code Council International Fire Code or the National Fire Protection Association Life Safety Code.

NOTE: A Bachelor's Degree in fire science technology, fire protection engineering or related field may be substituted for four (4) years of the required experience.

CERTIFICATION: Applicants must possess a Fire Official Certification issued by the Division of Fire Safety, Department of Community Affairs.

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

- ☒ Promotable eligible(s) exist within the unit scope.
- ☐ A promotional list exists within the unit scope.
- ☐ An open competitive list exists.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0076
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer

Revised: March 2018