

Job Specification:

**PART TIME FIRE INSPECTOR** – Metuchen Bureau of Fire Prevention

Under general supervision of the Fire Official for the Borough of Metuchen, 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 life hazard use for compliance with the New Jersey Fire Codes. Inspects buildings of various use to ensure that the installation of automatic fire suppression systems is in accordance with the New Jersey Fire Codes. Conducts field visits and physical inspections of 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, with the approval of the fire official 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 Fire Codes 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 Fire Codes. 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 (LEA) 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. Initiate's 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 property (tenants, where applicable) owners concerning the New Jersey Uniform Fire Safety Act, Code, and Regulations and provides advice on how to abate existing violations. 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 Borough of Metuchen. 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:** Two (2) 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: An Associate degree from an accredited college in the field of fire science or related area may be substituted for the 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 Fire Codes. NOTE: Applicants who possess the next level of certification as a Fire Official are considered to have met the above certification 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 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 after a period of training of the administrative and operational procedures, applied to ensure the timely inspection and reinspection of life hazard uses, required by the New Jersey Uniform Fire Safety Act, Code, and Regulations after a period of training. Knowledge of local 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 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.

**Please send all resumes to the attention of George Wallace at [gwallace@metuchen.com](mailto:gwallace@metuchen.com)**