

City of Burlington
Department of Administration



JOB POSTING – Open to the Public

FIRE PREVENTION SPECIALIST, Title code 06356
Part-time

Posting Date: August 21, 2019 to September 5, 2019

PART TIME POSITION: Under direction inspects buildings and premises to identify and eliminate fire hazards and enforce the provisions of relevant fire safety codes and related regulations; does related work as required.

EXAMPLES OF 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.*

Inspects various buildings, structures, and premises to identify and eliminate fire hazards. In accordance with established regulations, guidelines, standards, and procedures, and schedules, inspects buildings classified as High-rise and Life Hazard Use for compliance with the Uniform Fire Safety Code. Inspects fire extinguishing and fire protection equipment to ensure that it is operable and prepares reports identifying any deficiencies. Observes tests of fire prevention or protection equipment in plants where explosive or flammable materials are processed or stored. Observes tests of equipment and inspects storage conditions to ensure conformance to fire and safety codes. Reports findings to the Fire Official utilizing authorized forms and detailing violations and corrective action. Inspects areas in which flammable or combustible materials are stored and reports, or takes steps to correct, undesirable conditions. Serves penalty notices, orders, rulings, and other legal process, including notices of violation. Ensures that automatic fire alarm systems, when required, are present, operable, and properly maintained in accordance with pertinent regulations. Inspects buildings for proper and adequate means of egress as determined by use, design, and layout. Prepares reports of violations and penalty orders. Prepares and files inspection reports. Gives testimony in court and at hearings and acts as a witness when required. May speak before civic, school, and community organizations/groups to encourage use of fire prevention methods by community residents.

REQUIREMENTS: Possession of a current, valid Fire Inspector Certification issued by the New Jersey Department of Community Affairs. Possession of current NJ Driver's License. Background check and physical required. **NOTE:** *Applicants who possess the higher level certification as a Fire Official are considered to have met the above certification requirement.*

KNOWLEDGE AND ABILITIES: Knowledge of basic fire prevention measures required in residential, commercial, industrial, and other buildings/structures. Knowledge of laws, rules, and regulations concerning all types of fire prevention measures. Knowledge of practices/procedures of fire code enforcement. Knowledge of fire safety systems of buildings and uses including but not limited to means of egress, fire suppression systems, fire alarm systems, and methods for limiting flame spread, flammability, or combustibility of materials. Knowledge of the safe use and maintenance of facilities, buildings, and the uses of such structures which are subject to the NJ Uniform Fire Code. Knowledge of standards for installation of fire detection, fire alarm, and suppression systems. Knowledge of requirements for means of egress including exit, access, exit discharge, and exit signs. Ability to act as a witness in hearings and court procedures and give testimony under oath. Ability to make required field visits, inspections, and investigations. Ability to prepare inspection reports in accord with established procedures/guidelines. Ability to maintain essential records and files. Ability to prepare correspondence relating to the work of the agency.

Preference to City of Burlington residents. All employees of State and local government must reside in the State of New Jersey, unless exempted under the law. The City of Burlington is an Equal Opportunity Employer. If you need reasonable accommodations to apply due to disability please call 386-0200, ext. 133.

This is a non-competitive position. For a copy of the complete NJ Civil Service job specification please visit <https://info.csc.state.nj.us/jobspec/06356.htm> 2019 hourly rate: \$11.53 – \$20.04. Interested persons should complete an application by 5:00 PM September 5, 2019, to: City of Burlington Administrator, 525 High Street, Burlington, NJ 08016; Equal Opportunity Employer.

OK to post
OK Bulef

Application for Employment

Please Print

City of Burlington
525 High Street
Burlington, NJ 08016

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____/____/____

Name _____ Applicant ID # _____
Last First Middle

Address _____
Street City State ZIP Code

Telephone # (____) _____ Cellular/Other # (____) _____ E-mail Address _____

Referral Source (How did you hear about us?) _____

If you are under 18 and it is required, can you furnish a work permit? Yes No

If **no**, please explain: _____

Have you ever been employed here before? If **yes**, give dates and positions: _____ Yes No

Is this application a request for reemployment following an extended military leave of absence from this company? Yes No

If **yes**, additional information may be requested.

Are you legally eligible for employment in this country? Yes No

Date available for work ____/____/____ What is your desired salary range?.....\$ _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying: _____ State _____

Employment History

Starting with your most recent employer, provide the following information.

Employer _____ (Telephone # _____)	Dates employed: _____ to _____ Month / Year to Month / Year
Street address _____ City _____ State _____	Compensation (Starting)
Starting job title/final job title _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Immediate supervisor and title (for most recent position held) _____	Commission/Bonus/Other Compensation \$ _____
Why did you leave? _____	Compensation (Final)
Summarize the type of work performed and job responsibilities: _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
	Commission/Bonus/Other Compensation \$ _____
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
E-mail: _____	
Employer _____ (Telephone # _____)	Dates employed: _____ to _____ Month / Year to Month / Year
Street address _____ City _____ State _____	Compensation (Starting)
Starting job title/final job title _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Immediate supervisor and title (for most recent position held) _____	Commission/Bonus/Other Compensation \$ _____
Why did you leave? _____	Compensation (Final)
Summarize the type of work performed and job responsibilities: _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
	Commission/Bonus/Other Compensation \$ _____
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
E-mail: _____	
Employer _____ (Telephone # _____)	Dates employed: _____ to _____ Month / Year to Month / Year
Street address _____ City _____ State _____	Compensation (Starting)
Starting job title/final job title _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Immediate supervisor and title (for most recent position held) _____	Commission/Bonus/Other Compensation \$ _____
Why did you leave? _____	Compensation (Final)
Summarize the type of work performed and job responsibilities: _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
	Commission/Bonus/Other Compensation \$ _____
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
E-mail: _____	

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing _____	Years: _____	<input type="checkbox"/> E-mail _____	Years: _____
<input type="checkbox"/> Spreadsheet _____	Years: _____	<input type="checkbox"/> Internet _____	Years: _____
<input type="checkbox"/> Presentation _____	Years: _____	<input type="checkbox"/> Other _____	Years: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
			()		
			()		
			()		

Social Security Number

SS# _____ We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

*****NOTICE*** To Applicants: Screening tests for illegal drug use may be required before hiring and during your employment here.**

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____