

City of Burlington  
Department of Administration



JOB POSTING

**FIRE PREVENTION SPECIALIST**  
**PART-TIME**

Posting Dates: Until Position is Filled

**Hourly Rate:** \$35.22 - \$46.91 (*Hourly Rate is commensurate with qualifications and experience*)

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.

**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.

**EXAMPLE OF DUTIES:**

- 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.
- Notes and investigates unsafe conditions and practices which might cause or increase fire hazards.
- Serves penalty notices, orders, rulings, and other legal processes, including notices of violation.
- Inspects buildings for proper and adequate means of egress as determined by use, design, and layout.
- Ensures all means of egress are accessible, safe, properly equipped and maintained, and meet the requirements of the New Jersey Uniform Fire Code or other relevant codes or ordinances.
- Ensures that all exit and information signs are properly displayed and maintained and meet the requirements of the New Jersey Uniform Fire Code with regard to location, illumination, height, and so forth.
- Ensures permit applications are obtained where Code requires and performs inspections on uses related to the permit.
- Performs inspections to ensure compliance with conditions of permits issued by the Fire Official.
- Investigates complaints of alleged fire code violations and provides reports on findings, conclusions, and recommendations.

- Maintains file of inspection records, prepares reports of activities, and coordinates activities with other officials responsible for ensuring fire and life safety.

## **REQUIREMENTS**

### **LICENSE AND CERTIFICATION:**

Possession of a current, valid Fire Inspector Certification issued by the New Jersey Department of Community Affairs.

**NOTE:** Applicants who possess the higher-level certification as a Fire Official are considered to have met the above certification requirement.

**NOTE:** Appointees may be required by some jurisdictions to possess a license as an Inspector Hotels and Multiple Dwellings, issued by the New Jersey Department of Community Affairs, when assigned to a municipality approved to conduct cyclical inspections of multiple dwellings in conjunction with the State Local Cooperative Housing Inspection Program (SLCHIP).

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 essential duties of the position.

### **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 safe handling of materials which pose a fire hazard.
- Knowledge of requirements for means of egress including exit, access, exit discharge, and exit signs.
- Knowledge of requirements of the NJ Uniform Fire Code regulations/occupancy of buildings.
- Knowledge of procedures used in inspection/evaluation of buildings/structures for fire hazards and fire safety. Knowledge of code requirements related to fire ratings of structural components, arrangement, sizing, protection of means of egress, and flame spread.
- Ability to recognize existing/potential fire safety hazards, call these to the attention of the proper persons, and prepare detailed reports thereon.
- Ability to act as a witness in hearings and court procedures and give testimony under oath.
- Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations

Interested candidates should mail a cover letter and resume to Johanna S. Conyer, Business Administrator, City of Burlington, City Hall, 525 High Street, Burlington, NJ 08016, or email them to Zoraida Pagan at [zpagan@burlingtonnj.us](mailto:zpagan@burlingtonnj.us).

For a copy of the complete NJ Civil Service job specification please visit:  
<https://info.csc.nj.gov/jobspec/06356.htm> .

The City of Burlington is an Equal Opportunity Employer.