

City of Burlington
Department of Administration



JOB POSTING

FIRE OFFICIAL
PART-TIME

Posting Dates: Until Position is Filled

Salary Range: \$25,000 - \$60,000 (*Salary is commensurate with qualifications and experience*)

Under direction administers and directs the enforcement of provisions of relevant fire safety codes and related regulations, establishes day-to-day operating routines of the code enforcement agency, and coordinates and supervises activities of any fire safety specialists or other staff employed by the agency; does related work as required.

NOTE: The definition and 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 or directs the inspection of various structures and premises for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, contribute to the spread of fire, interfere with fire operations, endanger life, or for any violations of the provisions or intent of the New Jersey Uniform Fire Code or any other law, rules, or regulations affecting fire safety.
- Investigates or causes to be investigated every reported fire or explosion occurring within the jurisdiction that involves loss of life or injury or causes destruction or damage to property.
- If it appears that such an occurrence is of suspicious nature, takes charge immediately of physical evidence, and to preserve any physical evidence relating to the cause or origin of such fire or explosion, takes the steps necessary to prevent access by any person or persons to such building, structure, or premises until such persons designated by law to pursue investigations into such matters become involved, and cooperates with such authorities in the collection of evidence and prosecution of the case.
- Keeps a record of all reported fires in life hazard use structures and all facts concerning same including investigation findings and information as to the cause, origin, and extent of such fires and the deaths, injuries, and damage caused thereby.
- Whenever dangerous or hazardous conditions or materials are found in any structure or on any premises, orders such conditions or materials to be removed or remedied in accord with provisions of the New Jersey Uniform Fire Code or any other law, rules, or regulations affecting fire safety.
- Prepares a written notice of violations describing the condition deemed unsafe and specifies the time limit for required repairs or improvements to be made to render the building, structure, or premises safe and secure.

- May confer with and speak before civic, school, and community organizations and groups concerning fire prevention methods.

KNOWLEDGE AND ABILITIES:

- Knowledge of fire prevention measures required in residential, commercial, industrial, and public buildings.
- Knowledge of administration and enforcement of fire codes. Knowledge of laws, rules, and regulations concerning all types of fire prevention measures.
- Knowledge of the fire safety system of buildings and use including but not limited to means of egress, fire suppression systems, fire alarm systems, and methods for limiting the flame spread, flammability, or combustibility of materials.
- Knowledge of safe use and maintenance of facilities, buildings, and uses of such structures which are subject to the New Jersey Uniform Fire Code.
- Knowledge of safe handling, storage, and use of material which pose a fire hazard.
- Knowledge of principles and practices of fire safety and protection systems including limitations, types, operation, maintenance, and installation.
- Knowledge of methods for handling and storing hazardous materials.
- Knowledge of means of egress requirements including exit access, exit discharge, and exit signs.
- Ability to prepare or supervise preparation of detailed narrative and statistical reports containing findings, conclusions, and recommendations.

REQUIREMENTS

Five (5) years of experience in one or more of the areas indicated below or some combination thereof: (1) as a firefighter in a paid or volunteer fire company, and/or (2) in the inspection of buildings to detect fire hazards and to enforce fire safety codes and regulations, and/or (3) in the investigation of fires to determine their cause, and/or (4) in the inspection of the construction of buildings and the review of building construction plans and specifications to ensure compliance with fire protection codes and regulations, and/or (5) in the installation of fire protection equipment.

LICENSE AND CERTIFICATE: Possession of a current and valid fire official certificate issued by the New Jersey Department of Community Affairs. Fire Investigator Certification is a plus.

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.

All employees of State and local government must reside in the State of New Jersey, unless exempted under the law.

Interested candidates should mail your 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 .

For a copy of the complete NJ Civil Service job specification please visit: <https://info.csc.state.nj.us/jobspec/06350.htm>.

The City of Burlington is an Equal Opportunity Employer.