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Job Specification

FIRE OFFICIAL

DEFINITION

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.

EXAMPLES OF WORK:

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 the following 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:

1. Dangerous conditions which are liable to cause or contribute to the spread of fire in or on said premises, building, or structure, or endanger occupants thereof.

2. Conditions which would interfere with efficiency and use of any fire protection equipment.

3. Obstructions to or on fire escapes, stairs, passageways, doors, or windows, liable to interfere with egress of occupants or operation of the fire department in case of fire.

4. Accumulations of dust or waste material in air conditioning or ventilating systems or grease in kitchen or other exhaust ducts.

5. Accumulations of grease on kitchen cooking equipment or oil, grease, or dirt on, under, or around any mechanical equipment.

6. Accumulations of rubbish, waste, paper, boxes, shavings, or other combustible materials, or excessive storage of any combustible material.

7. Hazardous conditions arising from defective or improperly used or installed electrical wiring, equipment, or appliances.

8. Hazardous conditions arising from defective or improperly installed equipment for handling or use of combustible, explosive, or otherwise hazardous materials.

9. Dangerous or unlawful amounts of combustible, explosive, or otherwise hazardous materials.

10. All equipment, materials, processes, or operations which are in violation of provisions and intent of the Code.

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 grant extensions of time when it is determined that, despite diligent effort, compliance cannot be accomplished within the time specified in the notice.

If the notice of violation is not complied with within time periods specified, institutes appropriate enforcement proceedings to restrain, correct, or abate such violation or to require removal or termination of the unlawful use of the building or structure in violation of provisions of the Code or other related directive or regulation.

Conducts hearings, assesses penalties, and sets and collects fines for violations of fire regulations.

Ensures that all life hazard use structures are inspected in accord with the schedule established by the Code.

Ensures that notices of violations are served whenever inspections reveal violations.

Ensures that permit applications are available and assists the public in preparing them when necessary.

Reviews all permit applications for completeness as to form.

Ensures that the inspection required for issuance of a permit is performed in a timely manner.

Ensures that no activity or use which requires a permit is carried out without one.

Ensures that all life hazard use structures are registered.

Assists the state when requested with any registration survey.

Coordinates activities with the fire subcode official where the work to be performed, to comply with the fire safety code, requires a construction permit.

Collects all fees and penalties due the local enforcing agency and ensures that they are properly accounted for.

Ensures that all requests for variances are properly prepared, documented, and approved or denied in a timely manner.

Ensures that all appeals are promptly referred to the Construction Code Board of Appeals.

Records all notices of violation and determines the amount of all penalties for noncompliance.

Ensures that a report of every inspection is completed and properly filed.

Takes reasonable measure to determine when imminent hazards exist and enforce the law as provided for by the Code.

Files such reports as the state may from time to time require.

Supervises the work of any assigned enforcement personnel to ensure completeness and accuracy.

Ensures that any agency staff members requiring certification possess such certification.

Ensures that procedures of the local enforcing agency conform to requirements of the Code and regulations.

Prepares and obtains reports required by regulations.

Attends meetings and hearings as required by the Code and regulations.

Coordinates activities of the local enforcing agency with other code enforcement agencies and state agencies having a related interest or responsibility.

Responds to and causes to be investigated any complaints brought under the New Jersey Uniform Fire Code.

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

May plan and direct a public relations program to present the need for and encourage the use of fire prevention methods among community residents.

May direct a public information and education program designed to improve fire safety measures in the home, office buildings, industrial and commercial structures, and other locations.

May confer with public officials or civic representatives to improve fire safety education programs.

May give talks and demonstrations before adults and/or children on methods for ensuring proper use of fire safety procedures in the home, school, or other buildings.

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:

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.

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 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 uses 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 materials which pose a fire hazard.

Knowledge of provisions of the New Jersey Uniform Fire Code and regulations.

Knowledge of supervision and management techniques needed to effectively manage a large staff of field personnel.

Knowledge of operation and maintenance of smoke detectors and types of smoke detectors and alarms available.

Knowledge of principles, methods, and procedures used in organizational analyses and program management.

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.

Knowledge of methods and administrative and operational procedures applied to ensure the timely inspection and reinspection of life hazard use structures and highrise buildings required by the New Jersey Uniform Fire Code and regulations.

Knowledge of methods of preparing inspection reports.

Knowledge of procedures involved in amending technical requirements and in promulgating needed administrative rules and regulations.

Ability to apply provisions under the Uniform Construction Code Act, Hotel and Multiple Dwelling Law, and Rooming and Boarding House Act, and their relation to the Uniform Fire Safety Act.

Ability to organize assigned fire prevention and safety field inspections and investigative work.

Ability to make required field visits, inspections, and investigations.

Ability to conduct hearings and assess penalties.

Ability to maintain essential records and files.

Ability to give appropriate assignments, instructions, and supervision to employees.

Ability to comprehend and interpret basic laws and regulations pertaining to fire safety, protection, and prevention.

Ability to recognize existing and potential fire safety hazards, call these to the attention of the persons concerned, and prepare detailed reports.

Ability to establish cooperative work relationships with tenants, owners, municipal officials, and others interested in or concerned with enforcement of laws relating to fire safety.

Ability to estimate time required to abate violations and establish realistic deadlines by which owners must complete abatement of violations.

Ability to supervise the establishment and maintenance of essential records and files.

Ability to prepare extensive, detailed, and technical correspondence in the course of official duties.

Ability to prepare or supervise preparation of detailed narrative and statistical reports containing findings, conclusions, and recommendations.

Ability to act as a witness in hearings and court procedures and give testimony under oath.

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 the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
06350		L	C		N/A	17		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

7/01/1996



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Job Specification

FIRE PREVENTION SPECIALIST

DEFINITION

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.

EXAMPLES OF WORK:

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.

May instruct employees of business establishments in fire safety practices.

Inspects buildings of six or more stories, used for human occupancy, to ensure that they are equipped with standpipes installed in accordance with applicable regulations.

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.

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.

Reinspects buildings, structures, and premises that have been identified as having violation(s) of applicable fire codes, and that constitute imminent hazard to the health, safety, or welfare of the occupants or intended occupants, firefighters, or the general public, for abatement of said violation(s).

Reinspects buildings, structures, or premises within a prescribed time after they have been cited for violations to determine that violations have been properly and completely abated.

Issues penalty notices for fire hazards not abated on subsequent inspection.

Examines interiors and exteriors of buildings, structures, and premises to detect hazardous conditions or violations of fire regulations and laws.

Prepares reports of violations and penalty orders.

Discusses conditions with owner or agent and recommends safe methods of storing flammable or other hazardous materials.

Informs owner or agent of conditions requiring correction such as deficient egress facilities, improper fire protection equipment and faulty wiring, and issues violation notices.

Explains the New Jersey Uniform Fire Code and regulations to owners and provides advice on how to abate existing violations.

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.

Works closely with the Fire Official, fire department, and municipal officials in interpreting/applying the NJ Uniform Fire Code and ensuring construction permits are obtained where necessary.

Prepares and files inspection reports.

Prepares and serves violation notices and orders.

Investigates complaints of alleged fire code violations and provides reports on findings, conclusions, and recommendations.

Investigates fires to determine origin, cause, and speed.

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

Prepares and maintains inspection records of actions taken, violations found, progress made, and other conditions observed.

Takes photographs pertinent to assignments.

May perform building inspections to identify health and safety violations.

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.

May give talks/demonstrations to adults and/or children on appropriate fire safety procedures in the home, school, or other buildings.

Prepares clear, sound, accurate, and comprehensive reports of

inspections and other reports containing findings, conclusions, and recommendations.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

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 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.

Knowledge of requirements of the NJ Uniform Fire Code regulating use/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.

Knowledge of operation and maintenance of smoke detectors and alarms.

Ability to comprehend and interpret basic laws and regulations.

Ability to make inspections to determine hazardous conditions.

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 establish cooperative work relationships with local police, fire officials, owners, agents, tenants, and other interested individuals.

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.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability 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, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

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06356		L	N		N/A	14		-

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