



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • www.bernards.org

JOB POSTING

POSTING DATE: 6/6/2024

APPLICATION DEADLINE: 7/6/2024 or until position is filled

POSITION: Fire Prevention Inspector (PT)		DATE POSITION WILL BECOME AVAILABLE: Immediately
POSITION TYPE: Regular/Part-Time		DEPARTMENT: Fire Prevention Bureau
POSITION REPORTS TO: Fire Official		OVERTIME STATUS: Non-Exempt (Eligible for OT)
HOURS PER WEEK: 20	SCHEDULE: Monday-Friday/Some weekend hours	SALARY: \$24-\$26/hour DOQ

PRINCIPAL DUTIES:

Performs difficult technical work enforcing The New Jersey Uniform Fire Code and local ordinances pertaining to fire prevention. Performs related work as required.

JOB REQUIREMENTS:

- Enforces NJ Uniform Fire Code N.J.A.C. 5:71-3.3 and local ordinances pertaining to fire prevention.
- Inspects out of doors, in commercial, industrial, residential, schools and healthcare facilities for fire hazards and general compliance with Uniform Fire Code.
- Subject to call out nights and weekends on a rotating / intermittent basis with other Bureau personnel for investigation of structure fires, investigation of fire alarms and investigation of sprinkler problems, special events, and other associated complaints.
- Maintains keys, codes, card keys and equipment for Knox Box System.
- Instructs employees of private entities in the use of fire extinguishers and related equipment.
- Answers and investigates complaints and reports of hazardous conditions and orders corrections; interprets fire prevention laws and regulations for property owners and tenants.
- Prepares reports on Inspections undertaken; maintains related documentation and records.
- Responds to fire scene after the Fire Department terminates command to assist the Fire Official with investigations of fires.
- Assists with the review of Planning and Zoning Board applications when required.
- Meets and consults with Insurance Representatives, Police Officers, other agencies, builders, designers and developers when required.
- Teaches lessons in Fire Safety and prevention in the public schools; coordinates fire drills as approved by the Fire Official.
- Makes presentations to civic and community groups on fire prevention and safety as directed by the Fire Official.
- General knowledge of computers and use of Bureau software.

EDUCATION & EXPERIENCE:

Education: Any combination of education and experience equivalent to graduation from high school is required. Completion of accredited fire academy course for fire inspectors and receiving a passing grade on the test for certification, supplemented by college level courses in fire prevention methods and techniques as required for maintenance of professional credentials and other qualifications.

Experience: One year of experience in fire prevention is preferred.

Licensing &/or Certifications:

Applicant must possess and maintain a valid NJ Driver's License. Applicant must be certified as a Fire Inspector from the State of NJ (Online certifications are not acceptable).

Special Requirements: Be willing to pursue & maintain education & professional credentials. Pursue professional development opportunities in the field of Fire Investigation. Willing to obtain Fire Investigator credentialing from State of NJ within one year of hiring. Maintain relevant credentials & continuing education in accordance with guidelines. Must display a strong background in community service.

CONTACT: Send **resume and cover letter** to employment@bernards.org. All resumes will be reviewed and only those applicants chosen to move forward in the hiring process will be contacted.

BERNARDS TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven-day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.