

Deputy Fire Marshal

Annual Salary \$45,000

Interested candidates must submit a resume and employment application to the Twp of Edison HR Department, 100 Municipal Blvd., Edison NJ 08817.

Under direction inspects premises of buildings to detect and eliminate fire hazards and to enforce the provisions of relevant fire safety codes and related regulations; does other related duties.

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 description. Conversely, all duties performed on the job may not be listed.

RESPONSIBILITIES:

Inspects various buildings/structures/premises to detect and eliminate fire hazards.

Inspects fire suppression and detection equipment to ensure equipment is operable and prepares reports identifying deficiencies.

Inspects buildings for proper/adequate means of egress as determined by use, design, and layout, and ensures that means of egress are accessible, safe, properly equipped/maintained, and meet requirements of the NJ Uniform Fire Code or other relevant codes/ordinances.

Inspects single family homes and/or condo's to ensure smoke and carbon monoxide detectors are in working order prior to the resale of the property.

Reports to the Fire Marshal any unsafe conditions of structures located in the Township.

Educates children and adults by attending Fire Safety seminars at schools and places of business throughout the Township

Works special events that may include festivals, parades, fireworks, religious ceremonies, and other cultural events to ensure fire safety at all times. These events may take place on nights and or weekends.

Examples of Work:

- 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 and takes photographs pertinent to assignments.
- Prepares clear, sound, accurate, and comprehensive reports of inspections and other reports containing findings, conclusions, and recommendations.
- Maintains 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:

Possession of a current valid Fire Inspector Certification issued by the NJ Department of Community affairs.

For Senior: Five (5) years as a Certified Deputy Fire Marshal. Upon verification of requirements, promotion will be effective the following July 1.

For Principal: Three (3) years as a Senior Certified Deputy Fire Marshal. Upon verification of requirements, promotion will be effective the following July 1.

Knowledge and Abilities:

Inspects various buildings/structures/premises to detect/eliminate fire hazards. Inspects fire extinguishing and fire protection equipment to ensure equipment is operable and prepares reports identifying deficiencies. Inspects areas in which flammable/combustible materials are stored and reports undesirable conditions or takes steps to correct such conditions. Inspects buildings of six stories or more that are used for human occupancy to ensure that such buildings are equipped with standpipes that have been installed in accord with applicable regulations. Inspects buildings for proper/adequate means of egress as determined by use, design, and layout, and ensures that means of egress are accessible, safe, properly equipped/maintained, and meet requirements of the NJ Uniform Fire Code or other relevant codes/ordinances.

Investigates complaints of alleged fire code violations and provides reports on findings, conclusions, and recommendations. Investigates fires to determine origin, cause, and speed.

Reports findings to Fire Official on authorized forms detailing violations and necessary corrective action. Serves penalty notices, orders, rulings, and other legal process including notices of violation. Issues penalty notices for fire hazards not corrected on subsequent inspection. Prepares reports of violations and penalty orders. Prepares inspection reports which are complete and properly filed.

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

IT IS THE POLICY OF THE TOWNSHIP OF EDISON TO PROVIDE EQUAL OPPORTUNITY IN ITS EMPLOYMENT ON THE BASIS OF MERIT AND FITNESS AND WITHOUT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, SEX, POLITICAL AFFILIATIONS, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP, MARITAL STATUS, AGE OR MILITARY SERVICE.