FIRE MARSHAL
Salary Range $72,000.00 - $85,000.00

Interested candidates can submit their resume and completed employment application to the Twp of Edison HR Dept. 100 Municipal Blvd. Edison NJ 08817.

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 deputy fire marshal, fire inspector 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 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 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.

Prepares and maintains a written budget to procure equipment and materials to ensure all duties are administered appropriately.

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 provisions of the New Jersey Uniform Fire Code and regulations.

Knowledge of fire prevention measures required in residential, commercial, industrial, and public buildings.

Knowledge of administration and enforcement of fire codes.

Knowledge of the 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 the flame spread, flammability, or combustibility of materials.

Knowledge of safe handling, storage, and use of materials which pose a fire hazard.

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

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

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.