



Borough of Elmwood Park
182 Market Street
Elmwood Park, New Jersey 07407
Phone: 201-796-1457 x221 Fax: 201-791-0949

Office of the Fire Official
Steven Kochik

Job Announcement

Job Title: Fire Inspector

Salary: \$18.50 90 probation, then \$20

Number of Positions: (1)

Hours Per Week: Min16 - Max 29

Application Period: January 18, 2021 to February 12, 2021 at 4:00pm

Applications shall be ***emailed*** to the Borough Administrator at
mfoligno@elmwoodparknj.us

Interested parties shall submit Proof of License and Certifications, Resume and Cover Letter

License and Certifications:

- Qualified Individuals shall possess a current and valid driver's license issued by the New Jersey Motor Vehicle Commission.
- Qualified individuals shall possess a current and valid Fire Inspector certification, but a Fire Official certification is preferred, issued by the New Jersey Department of Community Affairs.
- Qualified individuals should possess a current and valid Fire Investigators certification issued by the New Jersey Department of Community Affairs or have the ability to obtain the certification. If said individual does not possess this certification, a CFEI certification issued by NAFI or a CFI certification issued by IAAI shall be acceptable.

Experience:

Qualified individuals shall have a minimum of (5) five years experience as a fire fighter in either a career or volunteer department, and / or (5) five years experience as a fire inspector with documented experience as a fire investigator.



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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,



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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.



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- 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

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.



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- 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.