

TOWNSHIP OF PARSIPPANY-TROY HILLS
OPEN POSITION ANNOUNCEMENT
FULL-TIME FIRE PREVENTION SPECIALIST

Workweek: Monday through Friday, 8:30 AM to 4:30 PM - subject to change based upon the needs of the Department and the Township. Must be available to work outside of normal hours.

Wage: Per Ordinance, White Collar Non-Exempt

Definition: Under direction, this position is responsible for enforcement of the New Jersey Uniform Fire Code (NJ UFC) through required inspections, and ensures buildings are in accordance with the regulations of the NJ Division of Fire Safety and other appropriate laws, codes, ordinances, regulations, guidelines, and standards.

Skills/Duties: Duties include, but are not limited to, inspecting various building, structures, and premises to identify and eliminate fire hazards; inspecting fire extinguishing and fire protection equipment; writing clear and concise inspection and investigation reports detailing deficiencies, violations and corrective action; assists with phone and walk-in requests for fire prevention inspections or questions related to fire prevention; and other related duties as deemed necessary. Possess attention to detail and strong organizational and time management skills.

Knowledge and Abilities: Knowledge of basic fire prevention measures required in residential, commercial, industrial, and other buildings/structures, including knowledge of laws, rules and regulations concerning all types of fire prevention measures. Must have familiarity of standards for installation of fire detection, fire alarm and suppression systems. The ability to read, understand, and interpret the NJ UFC and the aptitude to explain to the general public how it is to be applied to their situation are essential. As is the ability to explain code deficiencies and guide the public in obtaining compliance. Knowledge of operation and maintenance of smoke detectors and alarms. Ability to make inspections to determine hazardous conditions. Ability to recognize existing/potential fire safety hazards, call these to the attention of the proper person and prepare detailed reports thereon. Must be able to establish and maintain effective and harmonious working relationships with coworkers, town officials and the general public. Must be able to utilize computer equipment for maintaining inspection records, preparing violation notices, and for other correspondence. Must possess good computer skills, including proficiency in Microsoft Outlook, Word, and Excel. Ability to make required field visits, inspections and investigations.

Physical Demands and Work Environment: This position requires extensive walking, climbing of stairs and ladders, traversing narrow runways and catwalks, and reaching roof areas of building. Must be physically fit enough to carry equipment, walk over rough terrain, open and close heavy gates, load and unload vehicles, and to lift and/or move up to 70 pounds. Stamina to perform administrative functions and to meet physical and mental demands during an extended emergency required. Work is performed in a standard office environment and occasionally outdoors for long periods of time with potential exposure to adverse and inclement weather conditions; and work near moving mechanical parts, under hazardous, life-threatening conditions, such as, heights, confined spaces, at temperature extremes, around crowds, with loud noises, with limited visibility, and possibly in the presence of hazardous materials.

Education and Experience: High School graduate or GED equivalent

License and Certifications Required: A current, valid Fire Inspector Certification issued by the New Jersey Department of Community Affairs. A valid New Jersey Driver's License and overall safe driving history required.

To Apply: Please submit cover letter, resume and copy of relevant license(s) to Jamie Cryan, Business Administrator at jobs@parsIPPany.net. Position open until filled. Interviews will start immediately. EOE.

Closing Date: Tuesday, May 2, 2023

Date Posted: _____

Posted By: _____

Department: _____

Reminder: Please fill in date posted, posted by and Dept. Make copy, return original signed copy of this notice to A. Ferrara, Mayor's Office. Post copy. In house posting may be removed close of business May 2, 2023.