

Township of Parsippany-Troy Hills

OPEN POSITION ANNOUNCEMENT

Fire Official

Department: Fire Prevention

Workweek: Monday through Friday 9:00 AM to 5:00 PM. Subject to change based upon the needs of the department and the Township.

Wage: Per ordinance \$29,000 - \$109,000 white collar. Excellent benefits package provided.

Definition: Township of Parsippany seeking full time experience fire official to administer and direct 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 all fire safety specialists 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.

- Skills/Duties**
- Carries out the duties of the Fire Official as prescribed in the latest revision of N.J. A.C. 5:71-3.3.
 - Enforces the code and regulations pursuant to the N.J. Admin Code Subchapter 3, 5:71-3.3 through 5:71-4.2 and other fire safety regulations within their jurisdiction. This includes inspecting building and other structures for fire hazards, investigating fires, and issuing permits for fire safety equipment and systems.
 - Supervises all Fire Prevention Department personnel.
 - Must be able to conduct field inspections and access regulated locations including but not limited to roofs, attics, crawl spaces, confined spaces, work platforms, open fields, woods, offices, labs, warehouses, stores, factories etc.
 - Reviews all permit applications and conducts or delegates related inspections.
 - Conducts fire safety inspections to ensure compliance with Uniform Fire Code.
 - Schedule Inspectors for daily operations, weekend permits and on call fire investigations.
 - Ensure that the inspection required for the issuance of a permit is performed in a timely manner.
 - Collects all fees and penalties due and ensures they are properly accounted for.

Requirements: Valid Fire Official, Fire Inspector and Fire Investigator Certificates issued by the New Jersey Department of Community Affairs.

Firefighter 1 Certification.

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.

Must be proficient in ProPhoenix inspection software.

To Apply: Please e-mail cover letter, resume, and copies of relevant licenses to James Cryan, Business Administrator at jobs@parsippany.net and Jennifer Smith, Director of Fire Prevention at jsmith@parsippany.net.

Closing Date: Open until filled. EOE.

Date Posted: _____ **Posted by:** _____

Department: _____

(Return the original signed form to A. Ferrara, Mayor's Office. Post the copy)