

Memorandum

To: All Departments and Bulletin Boards

From: Donald L. Stauffer, Fire Official/Fire Sub-Code Official

Date: August 27, 2021

Re: Posting Notice - Full Time Fire Official/HHS Fire Sub-Code Official

Date of Posting: August 27, 2021

Date of Closure: September 10, 2021

Position Title: Full Time Fire Official/Fire Sub-Code Official

Position Description: Conduct field surveys to identify and register Life Hazard and Non-Life Hazard uses.
Conduct Fire Inspections to ensure compliance with the Fire Code.
Prepare violation notices, order to abate violations and penalty notices.
Witness the testing of installed detection and protection systems as required by the Fire Code.
Read, interpret and apply codes, standards and regulations, including issuing permits.
Meet with the owner and occupants to explain violations and hazards
carry out such other functions as are necessary an appropriate to the position of Fire Official per NJAC 5:17-3.3
Prepare annual budget for department, have knowledge of the DFS RIMS and UCC Construction Manager Program. Must have experience doing plan review and site plan review.

Position Requirements: Valid NJ-DCA Division Fire Safety Fire Official License and Fire Investigator certification.
Valid NJ-DCA Uniform Construction Code, Fire Sub-Code, Fire HHS License (extra consideration for Construction Official and or Building Inspector License).
Valid NJ Drivers License.

Position Requirements: Must have Supervisory experience, the ability to deal tactfully and courteously with the general public and maintain effective working relationship with coworkers. Ability to comprehend and interpret regulations, policies and procedures. Must be able to utilize various types of equipment including computers, radios and office equipment as needed.

Physical Demands: Position requires applicant to stand and walk for prolonged periods of time, requires lifting, climbing, reaching, stretching, bending at the waist and knees.
Position requires applicant to be out in all types of weather.

Instructions: Interested persons should submit a letter of intent with a resume to Donald L. Stauffer, Fire Official Division of Fire Safety before application closure date.