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## **Job Specification**

### **FIRE PREVENTION SPECIALIST**

#### **DEFINITION**

UNDER DIRECTION INSPECTS PREMISES OF BUILDINGS TO DETECT AND ELIMINATE FIRE HAZARDS AND TO ENFORCE THE PROVISIONS OF RELEVANT FIRE SAFETY CODES AND RELATED REGULATIONS; DOES OTHER RELATED DUTIES.

**NOTE:** THE 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 VARIOUS BUILDINGS/STRUCTURES/PREMISES TO DETECT/ELIMINATE FIRE HAZARDS.

IN ACCORD WITH ESTABLISHED REGULATIONS, GUIDELINES, STANDARDS, AND PROCEDURES, INSPECTS BUILDINGS CLASSIFIED AS HIGHRISE AND LIFE HAZARD USE FOR COMPLIANCE WITH THE UNIFORM FIRE SAFETY CODE IN ACCORD WITH THE SCHEDULE ESTABLISHED BY THE CODE.

INSPECTS FIRE EXTINGUISHING AND FIRE PROTECTION EQUIPMENT TO ENSURE EQUIPMENT IS OPERABLE AND PREPARES REPORTS IDENTIFYING 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/SAFETY CODES.

NOTES AND INVESTIGATES UNSAFE CONDITIONS/PRACTICES WHICH MIGHT CAUSE OR INCREASE FIRE HAZARDS.

MAY INSTRUCT EMPLOYEES OF BUSINESS ESTABLISHMENTS IN FIRE SAFETY PRACTICES.

INSPECTS BUILDINGS OF SIX STORIES OR MORE THAT ARE USED FOR HUMAN OCCUPANCY TO ENSURE THAT SUCH BUILDINGS ARE EQUIPPED WITH STANDPIPES THAT HAVE BEEN INSTALLED IN ACCORD WITH APPLICABLE REGULATIONS.

REPORTS FINDINGS TO FIRE OFFICIAL ON AUTHORIZED FORMS DETAILING VIOLATIONS AND NECESSARY CORRECTIVE ACTION.

INSPECTS AREAS IN WHICH FLAMMABLE/COMBUSTIBLE MATERIALS ARE STORED AND REPORTS UNDESIRABLE CONDITIONS OR TAKES STEPS TO CORRECT SUCH CONDITIONS.

SERVES PENALTY NOTICES, ORDERS, RULINGS, AND OTHER LEGAL PROCESS INCLUDING NOTICES OF VIOLATION.

ENSURES THAT AUTOMATIC FIRE ALARM SYSTEMS ARE PRESENT, OPERABLE, AND PROPERLY MAINTAINED IN ACCORD WITH PERTINENT REGULATIONS.

INSPECTS BUILDINGS FOR PROPER/ADEQUATE MEANS OF EGRESS AS DETERMINED BY USE, DESIGN, AND LAYOUT, AND ENSURES THAT MEANS OF EGRESS ARE ACCESSIBLE, SAFE, PROPERLY EQUIPPED/MAINTAINED, AND MEET REQUIREMENTS OF THE NJ UNIFORM FIRE CODE OR OTHER RELEVANT CODES/ORDINANCES.

ENSURES THAT ALL EXIT AND INFORMATION SIGNS ARE PROPERLY DISPLAYED/MAINTAINED AND MEET REQUIREMENTS OF THE NJ UNIFORM FIRE CODE WITH REGARD TO LOCATION, ILLUMINATION, HEIGHT, AND SO FORTH.

REINSPECTS BUILDINGS/STRUCTURES/PREMISES THAT HAVE BEEN IDENTIFIED AS HAVING VIOLATIONS OF APPLICABLE FIRE CODES AND THAT CONSTITUTES IMMINENT HAZARD TO THE HEALTH/SAFETY/WELFARE OF OCCUPANTS OR INTENDED OCCUPANTS, FIREFIGHTERS, OR THE GENERAL PUBLIC FOR ABATEMENT OF SAID VIOLATIONS.

REINSPECTS BUILDINGS/STRUCTURES/PREMISES WITHIN A PRESCRIBED TIME AFTER THEY HAVE BEEN CITED FOR VIOLATIONS TO DETERMINE IF VIOLATIONS HAVE BEEN PROPERLY/COMPLETELY ABATED.

ISSUES PENALTY NOTICES FOR FIRE HAZARDS NOT CORRECTED ON SUBSEQUENT INSPECTION.

EXAMINES INTERIORS AND EXTERIORS OF BUILDINGS/STRUCTURES/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 NJ 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.

Inspects to ensure that conditions of permit issued by the Fire Official are being complied with.

Works closely with fire officials, fire departments, and municipal officials in interpreting/applying the NJ Uniform Fire Code and ensuring construction permits are obtained where necessary.

Prepares inspection reports which are complete and properly filed.

Prepares violation notices and orders to abate violations which are served to owners.

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 and takes photographs pertinent to assignments.

Prepares clear, sound, accurate, and comprehensive reports of

inspections and other reports containing findings, conclusions, and recommendations.

Maintains records and files.

Gives testimony in court and at hearings and acts as a witness in behalf of the local community.

May speak before civic, school, and community organizations/groups on matters concerning fire prevention methods and to encourage use of fire prevention methods by community residents.

May give talks/demonstrations before adults and/or children on methods for ensuring proper use of fire safety procedures in the home, school, or other buildings.

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.

#### **REQUIREMENTS:**

##### **LICENSE AND CERTIFICATION**

Possession of a current, valid Fire Inspector Certification issued by the NJ Department of Community Affairs.

**NOTE:** Applicants who possess the higher level certification as a Fire Official are considered to have met the above certification requirement.

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 essential duties of the position.

##### **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 flamespread.

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.

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 inspection and other 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.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code:**

| Job Spec Code | Variant | State, Local or Common | Class of Service | Work Week | State Class Code | Local Class Code | Salary Range | Note |
|---------------|---------|------------------------|------------------|-----------|------------------|------------------|--------------|------|
| 06356         |         | L                      | C                |           | N/A              | 14               |              | -    |

This job specification is for **local** government use only. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

MCK 2/04/2006

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