

## POSITION DESCRIPTION

Class Title: Fire Official  
Department: Fire Prevention Bureau  
Division: Career

### GENERAL PURPOSE

Performs a variety of technical, administrative and supervisory work related to fire inspection and prevention activities.

### SUPERVISION RECEIVED:

Works under the general guidance and direction of the Chief.

### SUPERVISION EXERCISED

Supervises fire inspectors and other assigned staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Schedules, supervises and conducts inspections of existing structures for compliance with the New Jersey Uniform Fire Code. Resolves compliance problems with owners within scope of knowledge and authority.

Schedules, supervises and participates in the inspection of sprinkling systems, and elements of a fire prevention or protection system.

Conducts voluntary home inspections.

Responds to and participates in the investigation of fire incidents. Supervises local fire department investigation.

Provides public education in fire prevention, including giving talks, demonstrations, and presentations before community groups, schools, and other organizations or institutions.

Responds to complaints regarding fire code violations and fire hazards.

Issues violations and penalty notices for fire code violations.

Maintains a variety of data and records regarding fire inspection or prevention activities; prepares a variety of reports regarding fire inspection or prevention as required.

Recommends and develops proposed fire prevention policies procedures and codes.

### PERIPHERAL DUTIES

Assists in other department administrative activities as assigned.

Instructs classes in assigned subject areas.

Assists in training new employees as assigned.

Responds, when assigned, as command officer to major fires.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

- (A) High school diploma or GED equivalent with specialized training in fire department administration.
- (B) Seven (7) years prior work experience of a progressively responsible nature in fire fighting and prevention. Three (3) years of which must have been equivalent to fire inspector.
- (C) Possess and maintain Certified Fire Official certification from New Jersey Division of Fire Safety.
- (D) Possess a Firefighter I certification from New Jersey Division of Fire Safety.

### Necessary Knowledge, Skills and Abilities:

- (A) Extensive knowledge of modern fire suppression, prevention principles, procedures, techniques and equipment; Working knowledge of building, electrical, mechanical and fire codes; Extensive knowledge of inspection techniques; working knowledge of fire suppression techniques and equipment; Knowledge of departmental standard operating procedures and regulations.
- (B) Skill in the operation of the tools and equipment listed below;
- (C) Ability to effectively apply standard fire prevention techniques; Ability to act effectively in emergency and stressful situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public; Ability to meet special requirements.

## SPECIAL REQUIREMENTS

- (A) Must be 21 years or older at the time of appointment;
- (B) Must possess, or be able to obtain by time of appointment, a valid New Jersey State driver's license without record of suspension or revocation in any State;
- (C) No felony convictions or disqualifying criminal histories within the past seven.
- (D) Must be able to read and write the English language;
- (E) Ability to meet departmental physical standards.

## TOOLS AND EQUIPMENT USED

Vehicle, radio, pager, personal computer, calculator, phone and FAX machine.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rescue operations, including smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

## SELECTION GUIDELINES

Appointment by City Council with the recommendation of the Fire Chief.

## SPECIAL NOTES

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change •

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date:

Revision History: