



JOB DESCRIPTION

JOB TITLE: FIRE SUB CODE OFFICIAL/INSPECTOR
DEPARTMENT: Building Department
REPORTS TO: Construction Official
STATUS: F/T, Regular
HOURS/WEEK: 35 hours/week, M-F, 8:30AM-4:30PM, 1 Hour Lunch

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

I. SUMMARY

Performs complex technical work reviewing and approving plans and in the enforcement of laws, regulations and ordinances pertaining to fire prevention and fire protection. Does related work as required.

Work is performed under general supervision.

2. SUPERVISORY RESPONSIBILITIES

N/A

3. PHYSICAL DEMANDS AND WORKING CONDITIONS

- Work is performed in the field and the office.
- Frequently required to stand, walk, talk, hear, sit, climb, balance, kneel, crouch, crawl, and use sense of smell.
- Ability to regularly use hands and arms to reach.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Ability to regularly work in outside weather conditions exposed to heat, cold, wet or humid conditions. Nature of work requires exposure to construction site locations and hazards of same.

4. ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be 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 this position.

- Reviews and approves construction plans for compliance with the International Building Code and Uniform Fire Code;
- Enforces Township laws, codes and ordinances pertaining to fire and The Uniform New Jersey Fire Code in accordance with applicable state statutes and local ordinances; authorizes issuance or denial of permits;
- Responds to all fire and explosives; investigates all fires and explosions;
- Performs inspections and re-inspection of residential, commercial, industrial and public facilities for compliance with fire code;
- Authorizes the issuance of permits for hazardous operations;
- Cooperates with insurance representatives and police officers;
- Interprets fire prevention laws and regulations for property owners and tenants;
- Receives complaints in regard to defective construction or hazardous conditions and handles enforcement problems;

- Inspects buildings for hazardous conditions, structural failures or improper uses;
- Where there is non-compliance with regulations as to methods and/or materials, issues warnings and stop-work order if necessary;
- Answers questions from citizens, contractors and builders, does plan checking to determine compliance with codes;
- Testifies in court on code violation cases;
- Makes reports and keeps records regarding activities;
- Performs related tasks as required.

5. **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected;
- Thorough knowledge with state building , fire and related codes and Township codes and related laws and ordinances;
- Thorough knowledge of fire detection and prevention systems;
- Ability to detect inferior workmanship, inferior materials and hazards of fire and collapse;
- Ability to read and interpret plans, specifications and blueprints of ordinary complexity quickly and accurately and to compare them with construction in process;
- Firmness and tact in enforcing ordinances and codes.
- Ability to prepare reports and correspondence.
- Excellent verbal, written and customer service skills.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.
- Ability to establish and maintain effective cooperative working relationships with supervisors, co-workers, contractors, officials and the general public.

6. **EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

Education/Experience: Any combination of education and experience equivalent to graduation from high school supplemented by course study in variety of inspection specialties and extensive experience in the building construction trade.

Licensing &/or Certifications: Possession of valid Fire Protection Sub-code Official & Class I Fire Protection Inspector license issued by The State of New Jersey.

Special Requirements: Possession of a Driver's License valid in the State of New Jersey.

7. **ACKNOWLEDGEMENT**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to constitute an exhaustive list of all responsibilities, duties, and skills required of employees classified in this job.

I have reviewed and understand the above Job Description.

Employee Name (Please Print)

Employee Signature

Date