

Job Title: Fire Inspector
Department: Fire Prevention
Reports To: Deputy Fire Official
Date: August 2021



Job Summary:

A Fire Inspector of the Township of West Caldwell shall serve as a technical inspector of the West Caldwell Fire Prevention Bureau, in accordance with N.J.A.C. 5:71-3.2(b). The Fire Inspector shall be qualified for the position in accordance with the provisions of N.J.A.C. 5:71-4.1 et seq. as well as all applicable local laws, and should be qualified for the position of Fire Official in accordance with N.J.A.C. 5:71-4.1 et seq. The Fire Inspector shall perform all duties required by New Jersey Statutes and Municipal Ordinances for the enforcement of the New Jersey Uniform Fire Code, N.J.A.C.5:70-1 et seq.

The inspection of all structures and premises, except single-family dwellings, two-family dwellings occupied by the holder of title to the property, and dwelling units within two-family and multi-family dwellings, as often as may be necessary for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, contribute to the spread of fire, interfere with fire operations, endanger life or any violations of the provisions or intent of the New Jersey Uniform Fire Code or any other ordinance affecting fire safety.

The investigation of every reported fire or explosion occurring within the Township of West Caldwell that involves the loss of life or causes serious injury or destruction or damage to property. Such investigation shall be initiated immediately upon the occurrence of such fire or explosion; and if it appears that such an occurrence is of a suspicion nature, the Fire Inspector shall immediately notify the Deputy Fire Official, and in the absence of the Deputy Fire Official shall take charge immediately of the physical evidence, and in order to preserve any physical evidence relating to the cause or origin of such fire or explosion, take means to prevent access by any person or persons to such building, structure or premises until such persons designated by law to pursue investigations into such matters become involved and shall further cooperate with such authorities in the collection of evidence and prosecution of the case.

Maintaining a record of all reported fires in life hazard uses, as defined in the New Jersey Uniform Fire Code, and all facts concerning the same, including investigative findings and information as to the cause, origin and the extent of such fires and the deaths, injuries, and damage caused thereby.

Key Responsibilities:

- Ensure that all inspections are conducted in accordance with the schedule established by the Deputy Fire Official.
- Ensure that notices of violations are served whenever inspections reveal violations.
- Assist the public in the preparation of permit applications when necessary.
- Ensure that no activity or use which required a permit is carried out without one.
- Notify the Deputy Fire Official where work to be done to comply with the Officials can notify the Fire Subcode Official of such requirement.
- Ensure that a report of every inspection is completed and properly filed.
- Advise the Deputy Fire Official when an apparent imminent hazard exists.
- Prepare and obtain reports required by the Deputy Fire Official.
- Attend meetings and hearings as required by the Fire Code, the regulations and the Deputy Fire Official.
- Carry out such other functions as are necessary and appropriate to the position of Fire Inspector.
- Respond to and cause to be investigated any complaints brought under the State Fire Code.
- Ensuring that the central file system is maintained for each property, building or use which required a periodic inspection or a permit.
- Ensuring that all records required by law to be kept confidential shall not be open to public inspection.
- Notifying the Deputy Fire Official when a notice of violation directs work which will require a construction permit, for the Deputy Fire Official to properly notify the Construction Official and appropriate Subcode Official.

Minimum Qualifications:

- Two (2) years' experience in fire prevention work
- Possess and maintain a valid driver's license
- Possess and maintain valid and up-to-date NJ Division of Fire Safety Fire Inspector Certification
- Capable of working under pressure and strict deadlines
- Ability to prioritize work to accommodate changing demands
- Ability to communicate orally and in writing
- Customer-focused
- Possess organizational and management skills
- Self-motivated and ability to learn quickly
- Proficient in Microsoft Office applications, especially Outlook, Access, Word, Excel and PowerPoint
- Knowledge of ESP and Spatial Data Logic is a plus

Supervisory Responsibilities:

- This position has no supervisory responsibilities.