



**Human Resources**  
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## NOTICE OF VACANCY

Department: Department of Emergency  
& Safety Services

Post Date: March 28, 2017

Position: Fire Official

Application Deadline: April 30, 2017

Salary Range: \$80,000 - \$90,000

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**DEFINITION:** Under the direction of Princeton's Director of Emergency and Safety Services, the Fire Official shall enforce the Code as regulations per N.J.A.C. Subchapter 3, 5:71-3.3 through 5:71 – 4.2.

**ESSENTIAL FUNCTIONS PERFORMED:** Conducts field inspection in accordance with the rules and regulations established and set forth in N.J.A.C. 5:70 et seq. and Local Fire Code Ordinance. Must be able to conduct field inspections and access regulated locations including but not limited to roofs, attics, crawl spaces, confined spaces, work platforms, open fields, woods, offices, labs, warehouses, stores, factories, etc. Perform building and site plan review for all new construction for compliance with fire codes including automatic fire suppression and detection systems; prepare written fire code requirements; conduct final occupancy inspections. Consult with contractors, engineers, architects, developers, builders, property owners and other agencies regarding construction projects and activities. Interpret enforcement guidelines to department personnel, citizens and professional agencies; organize and maintain records. Conduct fire investigations and investigate explosions to determine cause and origin; respond to and perform inspections originated from citizen complaints. Responsible for fire and safety education programs for the community. Prepare various reports on operations and activities; prepare written reports on all inspections, investigations, plan reviews and system tests. Schedule Inspectors for daily operations, weekend permits and on call fire investigations. Identify opportunities for improving work methods and procedures; review with appropriate management staff; implement improvements. Responds to emergencies and exercises command responsibility on-scene as required. Assist in maintaining operational readiness of fire response and investigation capabilities. Be able to testify at hearings and in court on Code Enforcement or Investigation actions. All others duties as assigned.

**KNOWLEDGE AND ABILITIES:** Express oneself clearly and concisely, both orally and in writing. Carry out written and oral instructions. Enforce laws, ordinances, codes and regulations with firmness, tact, and impartiality. Ability to plan and supervise inspection programs. Ability to plan, assign, and evaluate the work of personnel assigned to inspections. Ability to establish and maintain effective working relationships with management, other municipality employees and the general public.

**REQUIREMENTS:** Ten years experience working as an Inspector or Fire Official in NJ. Knowledge and experience with Fire Safety Bureau administration and operations. General knowledge of accounting, purchasing, safety and insurance. General knowledge of WORD, EXCEL, POWERPOINT, Firehouse and similar applications. Other- Written and verbal communication skills are essential. Must have a valid New Jersey Driver's License. Required Certifications: NJ Fire Inspector and Fire Official Certification, NJ Firefighter 1, Minimum IMS level 2.

Preferred Certification: Fire Officer 1, Firefighter 2, Hazardous Material On-Scene Commander, Instructor Level 1, NJ EMT-B, Associate's degree in a related field

Must satisfy employer paid physical, drug screen and criminal background check. Must have a valid NJ Driver's License in good standing. NJ residency required by State Statute. R.S.52:14-7.

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Submit application, cover letter, and resume AS ATTACHMENTS to: [humanresources@princetonnj.gov](mailto:humanresources@princetonnj.gov)  
Application available online at: <http://www.princetonnj.gov/employment.html>

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**EOE – M/F/D/V**

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