



Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

April 5, 2021

PLEASE POST

TO: All Interested Parties
FROM: Human Resources *DMT*
SUBJECT: Fire Inspector Position

Available immediately, the City of Englewood is seeking a Full-Time Fire Inspector for the Fire Department.

Must have a valid NJ Drivers' License and NJ Division of Fire Safety (NJDFS) Fire Inspector Certification. Possession of a Fire Official Certification a plus. Starting salary is \$50,000.00 per year.

Send resumes to: Daria Trumpet, Director of Human Resources
City of Englewood
PO Box 228
Englewood, NJ 07631

A complete job description is hereto attached.

cc: S. Alves-Viveiros
Chief E. Enersen
M. Daley, Local 11
M. McGourty, Local 11



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FIRE INSPECTOR

DEFINITION

Under the direction of the Fire Chief, administers and enforces the State of New Jersey Uniform Fire Code and local ordinances.

EXAMPLES OF WORK

- . Administration and enforcement of the New Jersey Uniform Fire Code.
- . Responsible for procedures for application, issuance, denial and revocation of certifications.
- . Responsible for enforcement of penalties for violations.
- . Accepts and records monies received for fees, permits, summonses, etc.
- . Enforces provisions of the Uniform Fire Code involving non-life hazard use and life hazard use occupancies.
- . Performs inspections, issues notices or orders pursuant to the act in connection with non-life hazard uses and life hazard use occupancies.
- . Issues summonses and provide court testimony.
- . Maintain essential records and files.
- . Operate communications equipment such as cellular phones, two way radios etc.
- . Receives complaints from and communicate with various members of the public.
- . Present and engage in public safety education activities and programs

FIRE INSPECTOR
PAGE TWO

- . Operate modern office equipment, e.g. PC's, tablets, faxes, copying machine, scanners etc.
- Is conversant with the Microsoft Office suite of software.
- Use a computer database to look up information, and recording of pertinent Fire Prevention information.

QUALIFICATIONS

- . Must be a citizen of the United States and reside in the State of New Jersey.
- . Must be a high school graduate or possess GED equivalent.
- . Must have a State of New Jersey Fire Inspector certification issued by the Division of Fire Safety, Department of Community Affairs. Fire Official certification is preferred. Certifications shall be kept current.
- . Must have successfully completed an educational program approved by the NJ Division of Fire Safety pursuant to N.J.A.C.5:71-4.9.
- . Must be fully knowledgeable about fire code standards and be adequately prepared to administer and enforce them properly.
- . Complete knowledge of the English language.
- . Must be able to communicate with the public in a clear speaking voice.
- . Must be capable of being able to work evenings, weekends and be on call as needed.
- . Must be able to provide court testimony.
- . Must be bonded for collection and recording of monies received.
- . No conviction of an indictable offense.
- . No conviction on grounds of moral turpitude.

FIRE INSPECTOR
PAGE THREE

- . Most possess and maintain a valid New Jersey driver's license.
- . This position requires a one year probationary period.

KNOWLEDGE, SKILLS AND ABILITIES

- . Considerable knowledge of the New Jersey Uniform Fire Code.
- . Considerable knowledge of codes referenced by the NJ Uniform Fire Code.
- . Knowledge and experience with computer based inspection software.
- . Ability to administer and enforce state and municipal codes.
- . Ability to recognize and report situations and/or conditions which are potentially dangerous.
- . Ability to organize assigned details and develop work methods.
- . Ability to write accurate and comprehensive reports.
- . Ability to maintain the essential records and files.