

JOB DESCRIPTION & JOB POSTING

JOB TITLE: Deputy Fire Marshal
SALARY: \$47,963 – 83,252 (86,998 SR Position)
DEPARTMENT: Code Enforcement
BUREAU: Fire Safety Bureau

DEFINITION: Deputy Fire Marshals are required to prescribe regulations consistent with nationally recognized good practice and enforcement of other NJ Uniform Fire Code and Local Fire Code Ordinances.

Deputy Fire Marshals are responsible for the safeguarding to a reasonable degree of life and property from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the use or occupancy of buildings or premises.

Deputy Fire Marshals are required to make a large amount of independent judgments effecting safety to life and property. Needs to have a high technical knowledge of applicable codes, ordinances, and standards, also good communication skills.

ESSENTIAL FUNCTIONS PERFORMED:

1. Conducts field inspection of occupancies required to be inspected under New Jersey Uniform Fire Code and Local Fire Code Ordinance.
2. Prepares violation notices for non-compliance with Code.
3. Conduct reinspections for corrective actions on a timely basis.
4. Assist individuals and firms with fire or life safety problems to find solutions.
5. Investigate fire alarm activations, fires, hazardous material incidents, and complaint referrals as assigned by the Fire Marshal pertaining to the NJ Uniform Fire Code and Local Fire Code Ordinances.
6. Be able to testify at hearings and in court on Code Enforcement or Investigation actions.
7. Meet with various individuals and firms as necessary, or as requested to, in order to further fire or life safety.
8. Attend hearings and meetings as assigned by the Fire Marshal.
9. Carry a Township issued pager off-duty to maintain 24-hour on-call status when on call.
10. Respond to fire scenes and hazardous material incidents to provide technical assistance to scene commander for firefighting activities and hazardous materials assessment. Make proper notification to local, county, or state agencies for mitigation.
11. 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.
12. Must be able to conduct fire investigations and access all locations in Township regardless of use or damage.
13. Conduct public fire safety programs as assigned by the Fire Marshal.

ADDITIONAL EXAMPLES OF WORK:

1. Spend appropriate amount of time writing notices and researching fire and life safety materials necessary for proper code enforcement actions.
2. Pursue available seminar, training, and higher education opportunities and submit same for approval.
3. Maintain issued equipment in a proper condition and immediately report defects to Fire Marshal.
4. Follow procedures and policies of police and fire safety office.

FIRE SAFETY PUBLIC EDUCATION:

1. Maintain an inventory of all public education materials.
2. Coordinate public education programs with each fire district and each fire chief to assure all ideas, concerns, and target audiences are addressed.
3. Provide various public education programs for the schools, business community, civic groups, other township groups and citizens.

EQUIPMENT USED/FIRE SAFETY PUBLIC EDUCATOR:

TV/VCR	Fire Engine Robot
Motor Vehicle (van)	Fire Safety Display Boards

EQUIPMENT USED/JOB LOCATION:

SCBA	Plug and Dike
Respirator	Scanner
Turn Out Gear	Chem. Absorb Pigs
Chemical PPV	Portable Fax
Ladder	Flash Light
Portable Eye Wash	Combustible Gas Meter
Lockout Tag Kit	Organic Vapor Meter
Inspection Mirror	Photo Camera
Flow Test Equip.	Camcorder
Cellular Phone	Tape Recorder
Fire Blanket	Evidence Cans
Motor Vehicle	Valve Box Key
2-Way Radio	Volt Stick
Fire Extinguisher	Binoculars
Tape Measure	Gas Leak Detection Solution
Outlet Polarity Meter	

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of Deputy Fire Marshal practices, procedures, and ability to apply this knowledge to specific situations.
- Knowledge of Fire Code Laws and Ordinances both State and Local.
- Knowledge of the geography of the Township and the location of important buildings.
- Knowledge of various meters, personal protective clothing and cameras.
- Ability to deal courteously and effectively with all members of the public.

- Ability to analyze situations and to adopt quick, effective and reasonable course of

action.

- Good judgment.
- Ability to perform in all weather conditions.
- Excellent moral character.
- Good powers of observation and memory.
- Ability to remember names, faces, and details of incidents.

QUALIFICATIONS:

- Graduate from an accredited high school or an equivalent diploma.
- Must be a citizen of the United States on the date of hire.
- Must be a resident of the State of New Jersey, within 30 minutes of South Brunswick Township on the date of appointment and while employed in the Deputy Fire Marshal position.
- Must possess a valid New Jersey Motor Vehicle Operator's license and **New Jersey Fire Inspector Certification** on the date of appointment and while employed in the Deputy Fire Marshal position.
- You must complete and pass an approved **Basic Fire Investigation Course** if you have not already done so.

OTHER QUALIFICATIONS:

- Maintain physical condition necessary to perform all essential job functions.
- Hearing and vision adequate to perform essential job functions.
- Normal color perception; normal depth perception; normal peripheral vision.
- Free of any defects which could interfere with performance of essential job functions.
- Good physical condition in the opinion of the Township Physician and good mental health as determined by psychological and/or psychiatric examinations.
- Must be able to read, write, and communicate clearly and articulate the English language in person, on the radio and in report form.
- Applicants must pass test consisting of oral, medical physical, character examination, psychological and/or psychiatric and such interviews as deemed necessary by the Director of Code Enforcement for the proper selection of candidates. Applicants must submit to mandatory drug testing.
- Annual physical examination is required.
- Drug testing may be conducted upon reasonable suspicion.
- Minimum of 1 year inspection experience or equivalent.
- Minimum of 3 years total fire service experience

Must successfully pass a six month probation period. Must successfully pass a thorough criminal history and background check if not already employed with the township.

This position will be posted until filled.

South Brunswick is an Equal Opportunity Employer.