

Township of Verona
Office of the Township Manager
Municipal Building
600 Bloomfield Avenue
Verona, NJ 07044
973-857-4767



JobOpportunities@VeronaNJ.org
Website: www.VeronaNJ.org

CAREER OPPORTUNITY

TITLE: FIRE PROTECTION SUBCODE OFFICIAL/INSPECTOR

LOCATION: Verona Community Center

TITLE CODE: 05013 Fire Protection Subcode Official

ISSUE DATE: 3/27/2024 **CLOSING DATE:** 4/27/2024

OF POSITIONS: 1

SALARY: \$40-\$50/hr.

WORKWEEK: Part Time -14 hrs. week

FIRE PROTECTION SUBCODE OFFICIAL/INSPECTOR

Under direction of the Construction Official, has the administrative responsibility for administering the Fire Protection Subcode of the State Uniform Construction Code within the Township of Verona and the Borough of Roseland through a shared-services agreement, and inspects construction work in construction projects underway to ensure that compliance with plans and specifications approved in accord with the State Uniform Construction Code is achieved.

LICENSE AND CERTIFICATE:

Appointees shall be required to possess a valid license as a Fire Protection Subcode Official issued by the New Jersey Department of Community Affairs. Applicants must also possess a valid license as a Fire Protection Inspector (HHS) issued by the New Jersey Department of Community Affairs.

Appointees will be required to possess a Driver's License valid in New Jersey.

Appointment will be made as a Provisional Appointment pursuant to *N.J.S.A. 4A:4-1.5*.

APPLY: Interested candidates must submit a resume detailing experience and qualifications, cover letter and Verona pre-employment application found at www.Veronanj.org/jobs to the Office of the Township Manager with Fire Protection in the subject line, via email at JobOpportunities@VeronaNJ.org no later than 4:00 p.m. on the closing date listed above. The Township reserves the right to make a job offer prior to closing date.



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Job Specification 05013

FIRE PROTECTION SUBCODE OFFICIAL

DEFINITION

Under direction of the Construction Official, is responsible for administering the fire protection subcode of the State Uniform Construction Code within the concerned jurisdiction; inspects and/or supervises the inspection of construction projects under way to ensure that compliance with plans and specification for fire protection approved in accord with State Uniform Construction Code is achieved; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Reviews and approves plans of proposed structures as provided in the Uniform Construction Code regulations for conformity with the fire protection subcode.

Has charge of the fire protection inspection staff and activities concerned in the inspection of construction projects.

Develops the inspection work program with effective and appropriate procedures, analyzes fire protection inspection problems, and establishes appropriate work methods.

Has the final responsibility in the inspection for fire protection compliance of all new construction and renovation projects.

Plans, organizes, and assigns the work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.

Provides appropriate assignments, instruction, and supervision for fire protection inspectors and clerical employees.

Inspects, evaluates, and supervises the inspection of construction work in projects under way to ensure that all work installed conforms to the requirements of the approved plans and the fire protection subcode and the regulations of the New Jersey Uniform Construction Code.

Has the responsibility in supervising the code compliance for the fire protection subcode of all construction and contractors to ensure that required standards are observed in accord with approved plans and specifications.

Take the initiative in halting construction work by contractors when and if reasonable standards of workmanship, safety, plans, specification, and/or legal requirements are not being observed.

Collects and records permits and other fees, and verifies that required prior approvals have been obtained and is responsible for the New Jersey Uniform Construction Code.

Establishes and maintains cooperative working relationships with architects, engineers, and construction personnel.

Reviews construction to ensure that all materials, methods, and assemblies conform to the standards referenced by the code and manufacturers installation directions as well as other matters not shown in a set of plans but required for conformity with the code.

Issues on-site warnings, citations, and stop work orders in cases of serious violations of the adopted subcode or regulations that might endanger the health, safety, and/or welfare of the public or building occupants.

Prepares and supervises the preparation of recommendations regarding both temporary and final certificates of occupancy.

Prepares and supervises the preparation of violation reports.

Testifies in court and in administrative hearings.

Prepares inspection reports showing the progress of work on each project relative to construction code compliance, weather conditions, and the percentage of the project completed.

Maintains and supervises the maintenance of records, reports, and files required to show the details of each project inspected.

Establishes inspection schedules for fire protection inspection staff and ensures that all buildings being constructed or renovated are inspected at critical points during the course of construction as provided for in regulations for the Uniform Construction Code.

Identifies, inspects, and supervises the inspection of the placement of materials being incorporated in the construction and renovation of buildings located within the jurisdiction to ensure that they conform to the approved plans and that they meet the necessary performance standards established in the regulations for the Uniform Construction Code and the fire protection subcode.

Serves subpoenas and other legal process notices including notices of violations of the Uniform Construction Code and fire protection subcode.

Assists the construction official in the preparation of all reports.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Applicants must possess a valid license as a Fire Protection Subcode Official issued by the New Jersey Department of Community Affairs.

NOTE: Applicants must also possess a valid license as a Fire Protection Inspector at the appropriate level, residential and commercial (RCS), industrial and commercial (ICS), or high-rise and hazardous (HHS), depending on the class of structure, issued by the New Jersey Department of Community Affairs.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

There are two (2) classes of licenses that are cumulative in terms of knowledge and abilities. The basic license (ICS) comprises the core knowledge and abilities for this title:

Knowledge of the laws, rules, and regulations concerning all types of fire protection measures.

Knowledge of the organization and content of the Uniform Construction Code regulations.

Knowledge of the organization and content of the fire protection subcode and its background, purpose, history, place in local government structure, and relation to construction code enforcement programs at other levels of government.

Knowledge of classification of structures into class categories.

Knowledge of systems design and installation practices required by the uniform construction code and/or its referenced standards for active and passive fire suppression, fire detection, and fire alarm systems.

Knowledge of basic fire protection requirements.

Knowledge of height and area limitations.

Knowledge of fire resistance ratings of structural components, arrangement, sizing, and protection means of egress.

Knowledge of flame spread and smoke generated requirements.

Knowledge of combustibility of materials.

Knowledge of requirements for installation of fire detection, alarm, and suppression systems.

Knowledge of chimneys, flues, and vents.

Knowledge of heating equipment and appliances.

Knowledge of basic plan reading sufficient to perform the duties of the position.

Knowledge of testing methods, agencies, and test verification procedures incorporated in the code for combustibility and flame spread of materials.

Knowledge of the use of basic inspection tools and test methods.

Knowledge of the construction process for smaller buildings and the

points at which inspection must be made.

Knowledge of basic inspection report writing including the preparation of violation notices and required inspection record keeping.

Knowledge of the material requirements found in the electrical code.

Knowledge of the proper installation methods for all approved materials.

Knowledge of the relationship of fire prevention codes which regulate the use and occupancy of industrial and commercial buildings, and fire protection codes which regulate their construction.

Knowledge of fire prevention code provisions, enforcement procedures, and objectives including the protection of places of assembly.

Knowledge of the fire prevention code regulatory process which will ensure an understanding of the manner in which those fire hazards not regulated by the construction code can be regulated in the interest of public safety and fire protection.

Knowledge of the information pertaining to structural, architectural, mechanical, fire protection, and electrical features of buildings which must be shown on the plans to ensure compliance with requirements of the code.

Knowledge of analysis methods needed to ensure that fire protection elements of buildings depicted on plans do in fact conform to code requirements.

Knowledge of field inspection and controlled inspection techniques necessary to ensure that the materials installed at the construction site are of the appropriate strength and quality.

Ability to review plans to determine the adequacy of fire alarm systems.

Ability to analyze and interpret the Uniform Construction Code, fire protection subcode, and other laws, rules, regulations, and policies applicable to fire protection.

Ability to carry out the provisions of the Uniform Construction Code and fire protection subcode as they relate to residential and small commercial structures.

Ability to review fire protection provisions of plans and specifications prepared by others for accuracy and conformity.

Ability to give assignments and instructions to individuals and groups, provide them with advice and assistance when difficult and unusual problems arise, and check their work to see that proper procedures are followed.

Ability to work harmoniously with other municipal unit heads and with private contractors and architects.

Ability to make thorough investigations, inspections, and investigations containing findings, conclusions, and recommendations.

Ability to maintain records and files.

Ability to prosecute violations of the fire protection subcode by appearing in court.

Ability to recognize approved materials found in the electrical code.

Ability to understand the standards and test methods which lead to approval.

Ability to ensure that all materials are installed in accord with proper methods.

The highest level license (HHS) incorporates all knowledge and abilities previously listed, and these following;

Knowledge of fire protection material requirements established by the code including testing and listed procedures, and an understanding of test methods.

Knowledge of code requirements related to fire divisions in buildings exceeding the height and area limitations established in the code.

Knowledge of code requirements related to unlimited area buildings.

Knowledge of design analysis methods needed to ensure that fire protection elements of buildings depicted on plans do in fact conform to code requirements.

Ability to read, understand, and interpret test reports for both active and passive fire protection requirements of systems of the type required to be incorporated in class I buildings.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 05013 MCK 04/20/04

This job specification is for local government use only.
