



**GIBBSBORO BUREAU OF FIRE SAFETY**

<b>Job Title:</b>	FIRE INSPECTOR/INVESTIGATOR	<b>Job Category:</b>	FIRE PREVENTION
<b>Department/Group:</b>	BUREAU OF FIRE SAFETY	<b>Job Code/ Req#:</b>	FM681A
<b>Location:</b>	GIBBSBORO	<b>Travel Required:</b>	NO
<b>Level/Salary Range:</b>	TBD	<b>Position Type:</b>	PART TIME
<b>HR Contact:</b>	ANNE LEVY 856-783-6655 X105	<b>Date posted:</b>	December 10, 2015
<b>Will Train Applicant(s):</b>	NJUFC, ESP INSPECTION PROGRAM, POLICY AND PROCEDURE	<b>Posting Expires:</b>	December 21, 2015
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> 856-782-8694 or <a href="mailto:GIBBYCLERK@COMCAST.NET">GIBBYCLERK@COMCAST.NET</a> Subject Line: Fire Inspector/Investigator <b>Attention:</b> Borough Clerk, Ref: Job Posting Fm681A		<b>MAIL:</b> Anne Levy, Borough Clerk Gibbsboro, NJ 08026	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> The fire inspector shall enforce the Code and the regulations under the direction of the fire official and shall: <ol style="list-style-type: none"> <li>1. Maintain certification with the Division pursuant to N.J.A.C. 5:71-4;</li> <li>2. Conduct field surveys to identify and register life hazard uses;</li> <li>3. Conduct fire inspections to ensure compliance with the Code;</li> <li>4. Where authorized to do so by the fire official, prepare violation notices and orders to abate and serve to the public;</li> <li>5. Witness the testing of installed detection and protection systems as required by the Code;</li> <li>6. Read, interpret and apply codes, standards and regulations, including issuing permits;</li> <li>7. Meet with owner and occupants to explain violations and hazards; and</li> <li>8. Carry out such other functions as are necessary and appropriate to the position of fire inspector.</li> <li>9. The fire investigator shall Investigate reported fire or explosion occurring within the jurisdiction that involves the loss of life or serious injury or causes 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 suspicious nature, the 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</li> </ol>			



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investigations into such matters become involved and shall further cooperate with such authorities in the collection of evidence and prosecution of the case; and. The fire Investigator shall also adhere to Gibbsboro Fire Investigation Operating Guidelines.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- HIGH SCHOOL DIPLOMA
- Certification as a "fire inspector" shall have successfully completed an educational program approved by the Division pursuant to N.J.A.C. 5:71-4.9.
- Certification as a "fire official" shall hold a valid certification as a fire inspector issued by the Division pursuant to this section and has successfully completed an educational program approved by the Division pursuant to N.J.A.C. 5:71-4.9.
- NJ Attorney General – 90 Hour Arson Investigation course and or/ NJIAAI 90 hour Fire Investigation Course.

### PREFERRED SKILLS

- To be able to work independently or with minimal assistance
- To work various hours as needed to enforce the NJUFC for this office.
- To have good communication skills to deal with the public and professionals in the field.
- To maintain punctuality and attendance for this title and for this office.
- To maintain a team concept while working in this office and be willing to help others.
- Computer, data entry and phone skills are a must.
- To start, follow through and complete project assigned.

### ADDITIONAL NOTES

Hours are at will unless the Fire Official deems that enforcement is not being done properly and hours will be assigned at 6-8 hours per week, documented.

Reviewed By:	jzuggi	Date:	December 9, 2015
Approved By:	Council	Date:	December 9, 2015
Last Updated By:		Date/Time:	