

Township of Raritan
One Municipal Drive
Flemington, New Jersey 08822
(908) 806-6100
www.Raritan-Township.com



NOTICE OF JOB VACANCY

Title: Deputy Fire Marshal and/or Fire Prevention Inspector/ Fire Protection Subcode Inspector

Direct Supervisor: Fire Marshal/Fire Protection Subcode Official

Department: Department of Fire Safety Services

Work Status: Full-Time and/or Part-Time **Work Schedule:** Varies

Rate of Pay: Dependent on Qualifications **Post Date:** December 01, 2016

Grade: Supervisor and/or Entry-Level **Closing Date:** December 17, 2016

Title Status: Essential Employee **Union Affiliation:** CWA Local 1040

General Statement:

In an effort to assist Township residents, businesses and visitors, the Township of Raritan is looking to streamline fire safety responsibilities in the community. To meet this effort the Township of Raritan is seeking ideal candidates to fill the newly merged roles of Fire Protection Inspector under the NJ Uniform Construction Code and Fire Prevention Inspector under the NJ Uniform Fire Code in an evolving high-volume, high-demand fire safety department. Under direction of the Fire Marshal/Fire Protection Subcode Official, works to minimize the loss of life and property and to insure compliance with National, State and Local laws, regulations, standards, and practices related to fire safety.

Minimum Formal Credentials Required:

- Valid New Jersey Division of Fire Safety Fire Inspector Certification
- Valid New Jersey Division of Codes and Standards Fire Protection License – ICS Level
- Valid New Jersey Division of Fire Safety Fire Fighter One Certification
- Valid New Jersey Driver's License in good standing
- High School Graduate or equivalent

Highly Preferred Qualifications:

- Valid New Jersey Division of Codes and Standards Fire Protection License – HHS Level
- Valid New Jersey Division of Fire Safety Fire Official Certification
- Valid New Jersey Division of Criminal Justice Basic Course for Arson Investigators Certificate
- Valid New Jersey Division of Fire Safety Fire Fighter Two Certification
- Valid New Jersey Division of Fire Safety Incident Management Certification – Level 1, 2 or 3
- Valid New Jersey Division of Fire Safety Fire Officer certification – 1 or 2
- College Degree
- Five years of current experience as a firefighter
- Specialized training, knowledge, skills, abilities and experience relating to fire prevention, fire protection, origin and cause investigation, fire suppression, rescue, hazardous materials, construction and/or the emergency medical services

. The selected candidate must be able to speak, understand, read, write and communicate in English. The candidate must be able to take direction and complete tasks in a timely manner. **The candidate must conduct thorough inspections, complete proper documentation, accurately educate the public in fire safety practices and be highly professional at all times while on duty.** This department responds to emergencies and as such, the candidate will be required to work in all types of weather as well as all types of structures and premises as directed. The candidate will be required to be on-call and work after-hours as well as on weekends and holidays as directed. Compensation and benefits are set per Union Contract. Residency requirements are set forth by New Jersey State Law. The candidate may be subject to interviews, submission of additional written information, written exam, drug screenings, medical clearance and background checks including but not limited to criminal, financial and motor vehicle.

The above is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and requirements of personnel employed in the above listed position.

Those who wish to be considered for this position **MUST** submit a complete application packet consisting of: an Application for Employment, Cover Letter, Resume and copy of documents showing the minimum requirements have been met. Employment application is available on the Township's website. Copy of document(s) showing possession of any of the preferred qualifications may be submitted as well as any other document/information that may highlight the candidate. Individual(s) that have completed all of the required course work, required examinations and all other requirements for licensure and/or certification and have filed an application to receive licensure and/or certification from the State of New Jersey by the closing date of job posting may also be considered in this process if copies of submitted licensure and/or certification documentation/information are provided. Only documents/information submitted with the required items will be considered in this application process. Only application packets with a post-mark date on or between December 01, 2016 and December 17, 2016 will be considered in this application process. Only successful candidates will be notified to continue on to each subsequent step in the application process. **Failure to follow instructions will be cause for removal from the application process. If false or misleading information is submitted it will be cause for removal from the application process.**

MAIL complete application packets to: Thomas Abraham
Fire Marshal/Fire Protection Subcode Official
Department of Fire Safety Services
Township of Raritan
One Municipal Drive
Flemington, New Jersey 08822

ANY inquiries should be emailed to: Thomas.Abraham@RaritanTwpNJ.Gov

The Township of Raritan reserves the right to proceed with the application process as applications come in and prior to the closing date for this notice. The Township of Raritan reserves the right to not hire from this application process. THE TOWNSHIP OF RARITAN IS AN EQUAL OPPORTUNITY EMPLOYER.