

Township of Parsippany-Troy Hills

OPEN POSITION ANNOUNCEMENT

Full-Time Fire Prevention Specialist – Fire Prevention

Department: Fire Prevention

Workweek: Monday through Friday, 9:00 AM – 5:00 PM. . – subject to change based upon the needs of the Department and the Township.. Must be available for emergency and non-emergency assignments, including evenings, weekends, and holidays, when required.

Wage: Per ordinance, Salary Range \$45,000 - \$53,000 White Collar, Non-Exempt

Definition: Under the direction of the Fire Prevention Official, the Fire Prevention Specialist conducts inspections and enforces the New Jersey Uniform Fire Code (NJ UFC) and related fire safety regulations to ensure compliance with applicable laws, codes, and standards.

***Note:** The definition and 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.*

Skills/Duties: Conduct inspections of buildings and fire protection systems to identify fire hazards and ensure code compliance. Prepare inspection and investigation reports, document violations and corrective actions, assist the public with fire prevention inquiries, and perform related duties as assigned. Candidates must possess strong organizational, time management, and communication skills, attention to detail, and the ability to work independently.

Knowledge of fire prevention principles, the New Jersey Uniform Fire Code (NJ UFC), and fire protection systems, including fire alarms, detection, and suppression systems. Ability to identify fire hazards, interpret and explain code requirements and assist the public in achieving compliance. Strong communication, interpersonal, and computer skills, including proficiency in Microsoft Outlook, Word, and Excel. Ability maintain effective working relationships with coworkers, municipal officials, and the public. Able to read, write, speak, understand, and communicate in English.

This position requires extensive field work, including walking, climbing stairs and ladders, accessing rooftops, traversing uneven terrain, and lifting or moving up to 70 pounds. Work is performed in both office and outdoor environments, with exposure to varying weather conditions and potentially hazardous situations, including heights, confined spaces, temperature extremes, loud noise, limited visibility, moving equipment, and hazardous materials. The ability to meet the physical and mental demands of emergency response situations is required.

Education & Licenses: High school graduate or GED equivalent.

A current, valid Fire Inspector License issued by the New Jersey Department of Community Affairs. A New Jersey resident with valid New Jersey Driver's License and overall safe driving history required.

To Apply: Please e-mail cover letter, resume, and copies of relevant licenses to Khaled Madin, Business Administrator at jobs@parsippany.net and Jennifer Smith, Director of Fire Prevention at jsmith@parsippany.net.

Closing Date: Open until filled. EOE. Excellent benefits package provided.

Date Posted: _____ **Posted by:** _____

Department: _____

(Return the original signed form to L. Arcuri, Administrator's Office. Post the copy)