



## TOWNSHIP OF BELLEVILLE

152 WASHINGTON AVENUE

BELLEVILLE, NEW JERSEY 07109

[EMPLOYMENT@BELLEVILLENJ.ORG](mailto:EMPLOYMENT@BELLEVILLENJ.ORG)

# EMPLOYMENT OPPORTUNITY

**POSTING DATE: JUNE 16, 2025**

**CLOSING DATE: JUNE 20, 2025**

**POSITION TITLE: FIRE INSPECTOR (FIRE PREVENTION SPECIALIST)**

**CIVIL SERVICE TITLE CODE: 06356**

**POSITION TYPE: PART-TIME**

**DEPARTMENT: FIRE DEPARTMENT**

**SALARY/RANGE: \$35,020.00**

**WORK SCHEDULE: 30 HOURS A WEEK**

**UNION AFFILIATION: NON-UNION**

### **Position Summary:**

The Township of Belleville is currently seeking applicants for a Part-Time Fire Inspector (title currently transitioning in Civil Service to Fire Prevention Specialist) position in the Fire Prevention Bureau.

Under the direction of the Fire Official, the Fire Inspector (Fire Prevention Specialist) conducts fire inspections of buildings and premises to identify and eliminate fire hazards, enforce the New Jersey Uniform Fire Code, and educate the public on fire safety practices. Work includes initial and follow-up inspections, report writing, code enforcement, and collaboration with other departments and the public.

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### **Duties and Responsibilities:**

- Conduct Fire Inspections
- Enforce fire code regulations related to life hazard and non-life hazard uses
- Verify operability of fire alarms, suppression systems, and egress pathways
- Issue violation notices, penalty orders, and follow through on enforcement
- Prepare inspection reports, maintain files, and document code compliance status
- Investigate complaints of fire code violations or hazardous conditions
- Participate in fire cause/origin investigations and legal proceedings when necessary
- Educate property owners, tenants, and staff on fire safety and code requirements
- Participate in fire prevention programs or community outreach as needed
- Collaborate with the fire department, construction officials, and municipal staff

\*Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

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### **Minimum Requirements:**

- Valid New Jersey Fire Inspector Certification issued by the NJ Department of Community Affairs
  - *Applicants with Fire Official Certification are also eligible*
- Valid New Jersey Driver's License
- High school diploma or GED
- U.S. Citizenship or legal authorization to work in the U.S.
- Ability to pass background check, medical exam, and drug screening

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### **Preferred Qualifications and Skills:**

- Strong working knowledge of the NJ Uniform Fire Code and referenced standards
- Experience conducting fire inspections and preparing detailed inspection reports
- Proficiency with inspection software and municipal database systems
- Effective communication skills, both written and verbal
- Ability to interpret building plans and identify egress, suppression, and alarm deficiencies
- Capable of independent fieldwork and prioritizing inspection tasks
- Skilled in public interaction, code explanation, and hazard mitigation

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### **Physical & Environmental Requirements:**

- Climb ladders/stairs, crawl in confined spaces, and lift up to 75 lbs.
- Work in both indoor and outdoor environments, including adverse weather conditions
- Exposure to dust, smoke, fumes, and hazardous materials may occur
- Clear vision, hearing, and communication required for safe performance of duties
- Use of computers, radios, inspection equipment, and mobile reporting tools required

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### **Benefits and Pension:**

- This position is not eligible for Health Benefits
- May be eligible for the Defined Contribution Retirement Program (DCRP)

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### **Application Process:**

Interested and qualified applicants must submit a resume and a copy of your Fire Inspector Certification to: [employment@bellevillenj.org](mailto:employment@bellevillenj.org)

**The Township of Belleville is an Equal Opportunity Employer**