



TOMS RIVER TOWNSHIP JOINT BOARD OF OF FIRE COMMISSIONERS

JOB DESCRIPTION

JOB TITLE: FIRE INSPECTOR CLASS TWO	DEPARTMENT: Bureau of Fire Prevention
VERSION: 2	FLSA CLASSIFICATION: NON-EXEMPT
	SALARY \$50,000-\$58,000

GENERAL PURPOSE:

To actively support and uphold the Toms River Township Board of Fire Commissioners District No. I and No. 2 (Known as the Joint Board of Fire Commissioners) mission and values. To perform a variety of field level duties involving the Bureau of Fire Prevention and to provide information and assistance to the public at large.

CLASSIFICATION SUMMARY:

The primary function of the Fire Inspector is to provide wide range inspection duties. The Class II Fire Inspector performs work under the direct supervision of the Chief Inspector using a wide range of skills and training brought to the job. The Class II Fire Inspector shall enforce the New Jersey Uniform Fire Code and all other ordinances pertaining to fire protection and prevention.

JOB DUTIES:

- 1) Perform all the duties of a Toms River Township Fire Inspector
- 2) Enforce the New Jersey Uniform Fire Code, and township Ordinances and regulations.
- 3) Conduct fire cause and origin investigations and author fire investigation reports as directed.
- 4) Investigate complaints as directed.
- 5) Prepare and maintain records as directed.
- 6) Conduct fire prevention programs as directed.
- 7) Assist in all other functions as so assigned by the Chief of the Bureau of Fire Prevention and/or the Toms River Board of Fire Commissioners District No. I and No.2 in the Township of Toms River, County of Ocean, and State of New Jersey.

QUALIFICATIONS:

- 1) Hold a valid New Jersey Driver's License
- 2) Hold a valid New Jersey Fire Inspector Certification.
- 3) Ability to speak and write effectively in the English language.
- 4) Ability to prepare and maintain records and reports.
- 5) Possession of a high school diploma or equivalency certificate.

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JOB TITLE:	
Fire Inspector Class II	

- 6) Ability to meet physical and medical requirements for performance of the job which include but not limited to considerable climbing, standing, walking, stooping, sitting, kneeling, squatting, pushing, pulling, crawling, climbing, pinching, gripping, shoveling, digging, prying, reaching and/or looking overhead, reaching away from body, repetitive motion and moving or lifting up to fifty (50) pounds, working at elevated levels, on roofs, ladders, lifts or stairs or in cramped spaces.
- 7) Use of power and/or hand tools
- 8) Be able to file documents and plans, computer work, answer phones.
- 9) Must be able to work in all weather conditions and extreme temperatures.
- 10) Must be able to perform fire inspections and fire investigations under dangerous, hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places and confined spaces, enter attics and crawl spaces.
- 11) Must be able to perform fire inspections and in fire areas, which exposes the employees to high noise levels and other hazards requiring the wearing of hearing protection and other safety equipment.
- 12) Must be able to perform fire inspections and fire investigations which may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts which may require the use of Personal Protection Equipment (PPE).
- 13) Must be able to perform fire inspections and fire investigations, which may demand frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling, (identifying objects by touch), depth perception and color vision.

Class II Fire Inspectors are not permitted to have a take home vehicle without the expressed written permission of the Toms River Board of Fire Commissioners District No. 1 and No. 2.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.