



## Township of Springfield

COUNTY OF UNION

STATE OF NEW JERSEY

ESTABLISHED APRIL 14, 1794

### JOB SPECIFICATION

<b>Title</b>	Fire Protection Sub-Code Official
<b>Department</b>	Building
<b>Type</b>	<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
<b>FLSA Status</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<b>Bargaining Unit</b>	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> A.F.S.C.M.E. <input type="checkbox"/> P.B.A <input type="checkbox"/> F.M.B.A.
<b>Reports to</b>	Construction Official
<b>Supervisory</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Probation Period</b>	12 months

### Summary/Definition

Under direction of the Construction Official, is responsible for administering the fire protection subcode of the State Uniform Construction Code within the concerned jurisdiction; inspects and/or supervises the inspection of construction projects under way to ensure that compliance with plans and specification for fire protection approved in accord with State Uniform Construction Code is achieved; does other related duties.

### Duties/Responsibilities

- Examines and approves plans for fire protection work to see that they comply with the fire protection subcode of the Uniform Construction Code (UCC).
- Inspects and evaluates work in construction projects to ensure that all work and materials installed conform to approved plans and the fire protection subcode of the UCC and relevant fire protection laws/regulations.
- When violations of the fire protection subcode are found, determines the cause and takes corrective action.
- Gives testimony in court cases.
- Prepares recommendations regarding both temporary and final certificates of occupancy.
- Prepares reports.
- Establishes and maintains records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

### Requirements

#### Education

- Graduation from high school, vocational high school, or possession of an approved High School Equivalency Certificate.

## **Licenses**

- Possession of a valid license as a Fire Protection Inspector of the appropriate grade, issued by the New Jersey Department of Community Affairs. There are two (2) licenses issued based on the class structure to be reviewed, industrial and commercial (ICS), or high-rise and hazardous (HHS).
- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position

## **Certifications**

## **Experience**

### **Knowledge/Skills/Abilities**

- Knowledge of the organization and content of Uniform Construction Code regulations and of the organization and content of the fire protection subcode.
- Knowledge of the fire protection subcodes background, purpose, history, place in local government structure, and relation to construction code enforcement programs at other levels of government.
- Knowledge of classification of structures into class categories.
- Knowledge of systems design and installation practices required by the UCC and/or its referenced standards for active/passive fire suppression, fire detection, and fire alarm systems sufficient to permit the review of plans to determine adequacy of the systems.
- Knowledge of basic fire protection requirements.
- Knowledge of height and area limitations.
- Knowledge of fire resistance ratings of structural components.
- Knowledge of arrangement, sizing, and protection of means of egress.
- Knowledge of flame spread and smoke generated requirements.
- Knowledge of combustibility of materials.
- Knowledge of requirements for installation of fire detection, alarm, and suppression systems.
- Knowledge of chimneys, flues, and vents.
- Knowledge of heating equipment and appliances.
- Knowledge of basic plan reading sufficient to perform duties of the position.
- Knowledge of testing methods, agencies, and test verification procedures incorporated in the code for combustibility and flame spread of materials.
- Knowledge of the use of basic inspection tools and test methods.
- Knowledge of the construction process for smaller buildings and the points at which inspection must be made.
- Knowledge of basic inspection report writing including preparation of violation notices and required inspection record keeping.
- Knowledge of the material requirements found in the electrical code.
- Knowledge of proper installation methods for all approved materials.

- Knowledge of the relationship of fire prevention codes which regulate use/occupancy of industrial and commercial buildings, and fire protection codes which regulate their construction.
- Knowledge of fire prevention code provisions, enforcement procedures, and objectives including the protection of places of assembly.
- Knowledge of the fire prevention code regulatory process which will ensure an understanding of the manner in which those fire hazards not regulated by the construction code can be regulated in the interest of public safety and fire protection.
- Knowledge of the information pertaining to structural, architectural, mechanical, fire protection, and electrical features of buildings which must be shown on the plans to ensure compliance with requirements of the code.
- Knowledge of analysis methods needed to ensure that fire protection elements of buildings depicted on plans do in fact conform to code requirements.
- Knowledge of field inspection and controlled inspection techniques necessary to ensure that materials installed at the construction site are of appropriate strength and quality.
- Knowledge of fire protection material requirements established by the code including testing and listed procedures, and an understanding of test methods.
- Knowledge of code requirements related to fire divisions in buildings exceeding the height and area limitations established in the code.
- Knowledge of code requirements related to unlimited area buildings.
- Knowledge of design analysis methods needed to ensure that fire protection elements of buildings depicted on plans do in fact conform to code requirements.
- Ability to analyze and interpret the Uniform Construction Code.
- Ability to examine and approve plans for residential and small commercial structures.
- Ability to carry out field inspection activities for structures in classes I and II.
- Ability to organize assigned fire protection field inspections and investigative work and to make the required field visits/inspections/investigations.
- Ability to prepare detailed and technical correspondence.
- Ability to maintain records and files.
- Ability to compile factual fire safety data relating to a particular structure and prepare clear, sound, accurate, and detailed reports containing findings, conclusions, and recommendations for approval or disapproval.
- Ability to recognize approved materials found in the electrical code.
- Ability to understand standards and test methods which lead to approval.
- Ability to ensure that all materials are installed in accord with proper methods.
- Ability to read, understand, and interpret test reports for both active/passive fire protection requirements of systems of the type required to be incorporated in class I buildings.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position.

## **Physical Requirements**

- Ability to see information in print and/or electronically.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

*Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.*

*The Township of Springfield is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.*

Date: 10/27/16