

City of Pleasantville

Job Announcement



Fire Protection Subcode Official

Title	Department	Salary Range	Employment Status
Fire Protection Subcode Official	Construction/Code Enforcement	\$50.00 per hour	Part-Time w/Possible Partial Benefits

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 specifications for fire protection approved in accord with State Uniform Construction Code is achieved; does other related duties.

Examples of Duties-The following examples or additional duties may be required:

- Reviews and approves plans of proposed structures as provided in the Uniform Construction Code regulations for conformity with the fire protection subcode.
- Develops the inspection work program with effective and appropriate procedures, analyzes fire protection problems, and establishes appropriate work methods.
- Has the final responsibility in the inspection for fire protection compliance of all new construction and renovation projects.
- Inspects, evaluates, and supervises the inspection of construction work in projects under way to ensure that all work installed conforms to the requirements of the approved plans and the fire protection subcode and the regulations of the New Jersey Uniform Construction Code.
- Takes the initiative in halting construction work by contractors when and if reasonable standards of workmanship, safety, plans, specifications, and /or legal requirements are not being observed.
- Establishes and maintains cooperative working relationships with architects, engineers, and construction personnel.
- Reviews construction to ensure that all materials, methods, and assemblies conform to standards referenced by the code and manufacturers installation directions as well as other matters not shown in a set of plans but required for conformity with the code.
- Issues on-site warnings, citations, and stop work orders in cases of serious violations of the adopted subcode or regulations that might endanger the health, safety, and/or welfare of the public or building occupants.
- Prepares and supervises the preparation of recommendations regarding both temporary and final certificates of occupancy.
- Prepares and supervises the preparation of violation reports.
- Testifies in court and in administrative hearings.
- Maintains and supervises the maintenance of records, reports, and files required to show the details of each project inspected.

- Identifies, inspects, and supervises the inspection of the placement of materials being incorporated in the construction and renovation of buildings located within the jurisdiction to ensure that they conform to the approved plans and that they meet the necessary performance standards established in the regulations for the Uniform Construction Code and the fire protection subcode.

REQUIREMENTS:

LICENSE:

Applicants must possess a valid license as a Fire Protection Subcode Official issued by the New Jersey Department of Community Affairs.

NOTE: Applicants must also possess a valid license as a Fire Protection Inspector at the high-rise and hazardous (HHS) level issued by the New Jersey Department of Community Affairs.

ADDITIONALLY: The successful candidate 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.

KNOWLEDGE AND ABILITIES:

The knowledge and abilities for an ICS license plus the following:

- 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 design analysis methods needed to ensure that fire protection elements of buildings depicted on plans do in fact conform to code requirements.

ICS, and HHS LICENSES:

Knowledge of code requirements related to unlimited area buildings

Ability to read, understand, and interpret test reports for both active and passive fire protection requirements of systems of the type required to be incorporated in Class I buildings.

Knowledge of combustibility of materials.

Knowledge of chimneys, flues, and vents.

Knowledge of heating equipment and appliances.

Knowledge of legal aspects of code enforcement.

Knowledge of the purpose and fundamentals of stop orders, notices of penalty, and court action.

Knowledge of the administrative hearing process under the State Construction Code Act.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Benefits Included:

Pension
Flex Spending Plan
Deferred Compensation Plan

The Americans with Disabilities Act of 1990 as amended prohibit employers from discriminating against any qualified person on the basis of disability. The City of Pleasantville makes reasonable accommodations during all aspects of the employment process, such as testing and interviews. The City of Pleasantville makes reasonable accommodations in the work environment to enable a person with a disability to perform the essential job functions and to participate equally with co-workers without disabilities. However, the City of Pleasantville can only make reasonable accommodations when it is aware of a disability. **IT IS UP TO YOU TO INFORM THE PROSPECTIVE EMPLOYER IF YOU NEED A REASONABLE ACCOMMODATION.** The employer may ask you for documentation to support your request for a reasonable accommodation.

The City of Pleasantville is an Equal Opportunity Employer

ALL Applications along with resume are due by September 28, 2026 (4:30 p.m.)