Job Overview:

Fire Prevention Specialist & Inspector

The Township of Frankford is accepting applications for a Fire Prevention Specialist to work in the Fire Prevention office under the direction of the Fire Marshal. This is a part-time position with flexible hours to be established by the Fire Marshal. Night and weekend inspections are required as needed. This position is responsible for enforcement of the New Jersey Uniform Fire Code through required inspections to ensure buildings are in accordance with appropriate laws, codes, ordinances, regulations and standards.

Key Responsibilities:

- Inspects various buildings, structures, and premises to detect and eliminate fire hazards and ensure compliance with the New Jersey Uniform Fire Code
- Inspects fire extinguishing and fire protection equipment to ensure equipment is operable and prepares reports identifying deficiencies.
- May instruct employees of business establishments in fire safety practices.
- Reports findings to Fire Official on authorized forms detailing violations and necessary corrective action.
- As required, serves penalty notices, orders rulings and other legal process including notices of violation.
- Respond to complaints from the public.
- Assist with phone and walk-in requests for fire prevention inspections or questions related to fire prevention.
- Maintain any township issued equipment.
- Maintains essential records and files.
- Must be able to fill-in when Fire Marshal is unavailable.

Knowledge & Skills:

- Considerable knowledge of the practices and procedures of fire code enforcement.
- Considerable knowledge of the safe use and maintenance of facilities, building and the uses of such structures which are subject to the New Jersey Uniform Fire Code. Considerable knowledge of the safe handling of materials which pose a fire hazard.
- Considerable knowledge of the requirements of the New Jersey Fire Code regulating use and occupancy of buildings.
- Considerable knowledge of the procedures used in the inspection and evaluation of buildings and structures for fire hazards and fire safety.
- Considerable knowledge of the operation and maintenance of smoke detectors and alarms.
- Ability to comprehend and interpret basic laws and regulations. Ability to make inspections to determine hazardous conditions.
- Ability to recognize existing and potential fire safety hazards, call these to the attention of the proper persons and prepare detailed reports thereon.
- Ability to make the required field visits, inspections, and investigations.
- Ability to prepare inspection reports in accordance with established procedures and guidelines.

Required Education, Certification & License:

- High School Diploma
- Valid NJ Driver's License
- Valid NJ Fire Inspector

Physical Requirements:

- Able to successfully perform fire inspections and other related emergency service duties
- While performing the duties of this job, the employee is occasionally required to stand, walk, talk or hear, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms;
- The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl. Hand-eye coordination is necessary to operate computers and various pieces of office equipment;
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus;
- The employee must occasionally lift and/or move up to 50 pounds.

Wages: $25 per inspection for all Life Hazard, Non-Life Hazard, Permit and CSACMASPSIL inspections. $25 per hour for all after hour call outs, including complaint inspections and fire investigations, and firework inspections.

Application Procedure:

Interested parties may obtain applications from Frankford Township Human Resources by visiting frankfordtownship.org. Completed application, resume and letter of interest should be submitted to Mark Snook, Fire Marshal, at fireprevention@Frankfordtwp-nj.com and to Katie LaBrunda, Human Resources, at financeclerk@frankfordtwp-nj.com no later than March 20, 2026. The Township reserves the right to review resumes and conduct interviews as they are received. Frankford Township is an equal opportunity employer.