## **NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

## JOB VACANCY POSTING

POSTING NUMBER:	HR18-005	<b>ISSUE DATE:</b>	February 9, 2018
TITLE:	Fire Code Assistance Representative 1	CLOSING DATE:	February 23, 2018
<b>DIVISION / UNIT:</b>	Division of Fire Safety, Local Assistance Unit	SALARY RANGE:	I22: \$54,248.23 - \$76,869.37
LOCATION:	101 South Broad Street Trenton, NJ		
POSITIONS:	1	DISTRIBUTION:	Open to current Department of Community Affairs' employees only

**DESCRIPTION OF MAJOR DUTIES:** Under the supervision of the Supervisor of Local Assistance, Fire Safety, Department of Community Affairs, provides technical assistance to officials and inspectors involved in the enforcement of the Uniform Fire Safety Act and Regulations and conducts related investigations; does other related duties.

# REQUIREMENTS

**EXPERIENCE:** Six (6) years of experience enforcing a national model fire safety consensus code, such as the International Code Council International Fire Code or the National Fire Protection Association Life Safety Code.

**NOTE:** A Bachelor's Degree in fire science technology, fire protection engineering or related field may be substituted for four (4) years of the required experience.

#### LICENSE:

Applicants must possess a Fire Official Certification issued by the Division of Fire Safety, Department of Community Affairs.

Appointee 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.



A promotable eligible exist within the unit scope.

A promotional or open competitive list exists.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources New Jersey Department of Community Affairs HR#18-005 101 South Broad Street PO Box 800 Trenton, New Jersey 08625 Resumes may be emailed to:

### resume1@dca.nj.gov

#### Interviews are granted on the basis of the resume

**NOTE**: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer