



**CITY OF JERSEY CITY  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF HUMAN RESOURCES**

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217



**Job Opening**

**Fire Protection Inspector**

**Job Opening:** Fire Protection Inspector

**Department:** Housing, Economic Development, & Commerce

**Division:** Construction Code

**Exempt/Non-Exempt:** Non-Exempt

**Union/Management:** Union

**Full-Time/Part-Time/Seasonal:** Full-Time

**Workweek:** 37.5 hours

**Salary:** \$70,000 - \$75,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is looking for a licensed Fire Protection Inspector who will review plans and perform fire protection inspection work involving the enforcement of the State Uniform Construction Code, the fire protection subcode, and relevant fire protection laws within the concerned jurisdictions.

**Job Duties:**

- 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.
- Performs other duties as assigned.

*\*Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*



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**Education Requirements:** High School or GED Preferred.

**License Requirements:**

- Possession of a valid license as a Fire Protection Inspector of the appropriate grade, issued by the New Jersey Department of Community Affairs, is required. here are two (2) licenses issued based on the class structure to be reviewed, industrial and commercial (ICS) or high-rise and hazardous (HHS).
- Possession of a valid New Jersey Driver's License.

**Essential Skills:**

- Knowledge of the organization and content of Uniform Construction Code regulations and 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 the adequacy of the systems.
- Knowledge of basic fire protection requirements.
- Knowledge of basic plan reading sufficient to perform the duties of the position.
- Knowledge of the relationship of fire prevention codes that regulate use/occupancy of industrial and commercial buildings, and fire protection codes that 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 way 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 about structural, architectural, mechanical, fire protection, and electrical features of buildings which must be shown on the plans to ensure compliance with the requirements of the code.
- Knowledge of analytical methods needed to ensure that fire protection elements of buildings depicted on plans do in fact conform to code requirements.



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- Knowledge of field inspection and controlled inspection techniques necessary to ensure that materials installed at the construction site are of appropriate strength and quality.
- 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.

**This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.**

**To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).**

**Please note that this role is subject to the residency requirements set forth by NJ First Act.**