

Standard Operating Guidelines
FIRE PREVENTION SPECIALIST-UFD

Guideline # 120.03.12

Date: 10/ 23/12 R

1. Shall be appointed in the manner provided by local ordinance establishing the local enforcing agency and shall assist and report to the Fire Official daily or when assigned.
2. Shall be certified in accordance with N.J.A.C. 5:71-4. and shall administer enforcement of provisions of relevant fire safety codes and related regulations. Shall maintain certification with the Division pursuant to NJAC 5;71-4.
3. Shall follow all duties described within and additionally within the NJ Uniform Fire Code, civil service job description, and all policy and directives of the Fire Bureau.
4. Depending on staffing levels, the Captain will assign, schedule and reassign the FPS-UFD to and from the Fire Bureau. Priority will be given to staffing the engine, EMS detail or special assignments at the Captains discretion.
5. Punch in and out of the FIRES program at your regularly assigned schedule. Report to the Fire Official for daily assignments and briefing and remain until the end of the Bureau shift unless reassigned by the Captain due to staffing shortage. When reassigned out of Bureau advise the Fire Official and make assignment change in Fires program and ESP Journal.
6. Leave and written training requests shall be submitted to and approved by the Captain or Company Officer through the FIRES program. The Fire Official shall approve the alternate Fire Official working out of class.
7. Conduct early morning office work, check voicemail and e-mail regularly during the day.
8. Conduct monthly periodic property fire inspections and preplans of Fire Districts 1 * 2 * 3 that are due for the month. Bring camera, measuring tool and preplan/construction forms. Enter the preplan information into ESP and Preplan program. Draw either by hand or by using the 3D Architect construction software, floor plans of each property file that has been inspected. Be accurate as much as possible in the square feet and highlight in the floor plan locations of fire protections systems, fire hydrants, FDC, emergency exits or egresses, building hazards or hazardous storage and any other pertinent information required in the programs or may be useful for firefighter safety. Download pictures to the (X) drive under Preplan Photos creating a new property file folder or an existing one. Pictures will be referenced in the preplan program
9. Conduct initial periodic property inspections within the first two weeks of the month and re-inspections last two weeks of the month. Meet with owner and occupants to explain violations and hazards.
10. When all initial and re-inspections have been completed for the month, gather missing preplan information in ESP and Preplan programs and enter missing information and picture, and floor plans into the system until each property is entered into the system.
11. Enter into the ESP journal other activities that are not related to daily fire inspections on a daily basis. The journal already records inspections you have done for the day.

12. When appointed by resolution as alternate Fire Official, shall serve in the capacity of Fire Official supervising staff and establishing day-to-day operating activities of the Company Inspectors conducting code enforcement or fire safety activities.
13. When the Fire Official is absent and there is no alternate Fire Official assigned, Inspectors are to use their best judgment according to the code, documenting the Fire Official for follow-up.
14. Full uniform must be worn when conducting fire inspections or other fire related public events. Uniform shall consist of navy blue button down uniform shirt, navy blue uniform pants, black boots or shoes, badge, name tag, District patch and ID with picture. A navy polo shirt with the Fire Bureau logo and name may also be worn.
15. Review Fire Bureau Directives, Standard Operating Guidelines, and Memos
16. Advance approval from the Fire Official must be obtained prior to the issuance of all correspondence including emails with regard to Fire Bureau Operations.
17. Any expenditure request from the Fire Bureau budget must be submitted directly to the Fire Official who will submit the items for approval.
18. Assign and coordinate monthly fire inspections to Company Officers for the month.
19. Respond and conduct fire suppression activities as required reporting to your Company Officer or I.C.
20. Attend company drills and training as required.
21. Conduct and coordinate with Company Officers fire prevention activities with schools and community organizations.
22. Conduct and maintain fire prevention material updating power point presentations and other media for presentations
23. Instruct employees of business establishments in fire safety practices.
24. Maintain & coordinate scheduling and manpower of the fire safety trailer. Notify the Fire Official of any maintenance issues or repairs.
25. Conduct and coordinate with Company fire extinguisher training programs.
26. Conduct and coordinate with Company Officers fire safety poster contest in the schools.
27. Conduct and coordinate a juvenile fire watch program.
28. There may be times that you may be re-assigned by the Fire Official to conduct other business related to Fire Bureau Operations.

CIVIL SERVICE EXAMPLES OF WORK RESPONSIBILITY

DEFINITION

Under direction inspects premises of buildings to detect and eliminate fire hazards and to enforce the provisions of relevant fire safety codes and related regulations, and responds to fire alarms and participates in extinguishing fires; does related work as required.

EXAMPLES OF WORK

Inspects various buildings, structures, and premises to detect and eliminate fire hazards. In accord with established regulations, guidelines, standards, and procedures, inspects buildings classified as highrise and life hazard use for compliance with the Uniform Fire Safety Code in accord with the schedule established by the Code. Inspects fire extinguishing and fire protection equipment to ensure equipment is operable and prepares reports identifying deficiencies. Observes tests of fire prevention or protection equipment in plants where explosive or flammable materials are processed or stored. Observes tests of equipment and inspects storage conditions to ensure conformance to fire and safety codes.

Notes and investigates unsafe conditions and practices which might cause or increase fire hazards. May instruct employees of business establishments in fire safety practices. Inspects buildings of six stories or more that are used for human occupancy to ensure that such buildings are equipped with standpipes that have been installed in accord with applicable regulations. Reports findings to Fire Official on authorized forms detailing violations and corrective action. Inspects areas in which flammable or combustible materials are stored and reports undesirable conditions or takes steps to correct such conditions. Serves penalty notices, orders, rulings, and other legal process including notices of violation. Ensures that automatic fire alarm systems, when required, are present, operable, and properly maintained in accord with pertinent regulations.

Inspects buildings for proper and adequate means of egress as determined by use, design, and layout, and ensures that means of egress are accessible, safe, properly equipped and maintained, and meet the requirements of the New Jersey Uniform Fire Code or other relevant codes or ordinances. Ensures that all exit and information signs are properly displayed and maintained and meet the requirements of the New Jersey Uniform Fire Code with regard to location, illumination, height, and so forth.

Reinspects buildings, structures, or premises that have been identified as having violation(s) of applicable fire codes and that constitute imminent hazard to the health, safety, or welfare of the occupants or intended occupants, firefighters, or the general public for abatement of said violation(s). Reinspects buildings, structures, or premises within a prescribed time after they have been cited for violations to determine if the violations have been properly and completely abated.

Issues penalty notices for fire hazards not corrected on subsequent inspection. Examines interiors and exteriors of buildings, structures, and premises to detect hazardous conditions or violations of fire regulations and laws. Prepares reports of violations and penalty orders. Discusses conditions with owner or agent and recommends safe methods of storing flammable or other hazardous materials. Informs owner or agent of conditions requiring correction such as deficient egress facilities, improper fire protection equipment and faulty wiring, and issues violation notices. Explains the New Jersey Uniform Fire Code and regulations to owners and provides advice on how to abate existing violations.

Ensures permit applications are obtained where Code requires and performs inspections on uses related to the permit. Inspects to ensure that conditions of permit issued by the Fire Official are being complied with. Works closely with fire officials, fire departments, and municipal officials in interpreting and applying the New Jersey Uniform Fire Code and ensuring construction permits are obtained.

Prepares inspection reports, which are complete and properly filed. Prepares violation notices and orders to abate the violations, which are served to owners. Investigates complaints of alleged fire code violations and provides reports on findings, conclusions, and recommendations. Investigates fires to determine origin, cause, and spread. Maintains file of inspection records, prepares reports of activities, and coordinates activities with other officials responsible for ensuring fire and life safety. Prepares and maintains accurate inspection records of actions taken, violations found, progress made, and other conditions observed and takes photographs pertinent to assignments.

Prepares clear, sound, accurate, and comprehensive reports of inspections and other reports containing findings, conclusions, and recommendations. Maintains essential records and files. Gives testimony in court and at hearings and acts as a witness in behalf of the local community. Speaks before civic, school, and community organizations and groups on matters concerning fire prevention methods and to encourage the use of fire prevention methods by community residents. Gives talks and demonstrations before adults and/or children on the methods for ensuring proper use of fire safety procedures in the home, school, or other buildings. Participates in fire drills and other training courses. Responds to fire alarms, drives or accompanies fire apparatus, and assists other uniformed personnel in extinguishing fires.

Operates and uses fire hoses and other firefighting equipment and apparatus. Performs special duty at theaters, schools, and other public gatherings to help maintain proper fire precautionary measures. Responds to calls concerning bomb threats and conducts bomb searches. Inspects condition of fire protection apparatus in public and private buildings. Inspects fire hydrants. Performs rescue work. Pumps out cellars. Receives fire alarms and notifies proper fire company. Keeps needed records. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS

NOTE: Positions in this class may be filled through promotional examination procedures only. Candidates must meet those requirements and qualifications for promotion specified in Civil Service law, rules, and regulations.

EDUCATION

Graduation from high school, vocational high school, or possession of an approved high school equivalency certificate.

LICENSE AND CERTIFICATION

Possession of a current and valid fire inspector certification issued by the New Jersey Department of Community Affairs. 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 the essential duties of the position.

AGE

Not less than 18 years of age.

MEDICAL EXAMINATION

As a prerequisite for appointment, appointees may be required to pass a thorough medical and psychiatric examination to be administered by the appointing authority. Any psychological, medical, or physical condition or defect which would prevent efficient performance of the duties of the position, cause appointees to be a hazard to themselves or others, or become aggravated as a result of performance of these duties will be cause for rejection.

KNOWLEDGE AND ABILITIES

Knowledge of basic fire prevention measures required in residential, commercial, industrial, and other buildings and structures. Knowledge of laws, rules, and regulations concerning all types of fire prevention measures. Knowledge of practices and procedures of fire code enforcement. Knowledge of fire safety systems of buildings and uses including but not limited to means of egress, fire suppression systems, fire alarm systems, and methods for limiting the flame spread, flammability, or combustibility of materials. Knowledge of the safe use and maintenance of facilities, buildings, and the uses of such structures which are subject to the New Jersey Uniform Fire Code. Knowledge of safe handling of materials which pose a fire hazard. Knowledge of modern standards for installation of fire detection, fire alarm, and suppression systems. Knowledge of requirements for means of egress including exit, access, exit discharge, and exit signs.

Knowledge of requirements of the New Jersey Uniform Fire Code regulating use and occupancy of buildings. Knowledge of procedures used in inspection and evaluation of buildings and structures for fire hazards and fire safety. Knowledge of code requirements related to fire ratings of structural components, arrangement, sizing, protection of means of egress, and flamespread. Knowledge of operation and maintenance of smoke detectors and alarms. Knowledge of laws and ordinances which are significant from the firefighting point of view. Knowledge of methods likely to be effective in fighting various types of fires. Knowledge of varied kinds of firefighting equipment and apparatus. Knowledge of the location of schools, large buildings, streets, and fire alarm boxes in the municipality.

Knowledge of types of fire alarm communications that are useful and feasible in the fire department. Knowledge of procedures likely to be effective in enlisting support of citizens and others in taking fire precautionary measures. 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 act as a witness in hearings and court procedures and give testimony under oath. Ability to establish cooperative work relationships with local police, fire officials, owners, agents, tenants, and other interested individuals. Ability to make field visits, inspections, and investigations. Ability to prepare inspection reports in accord with established procedures and guidelines. Ability to maintain inspection and other records and files. Ability to prepare correspondence relating to the work of the agency.

Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations. Ability to perform strenuous physical activities such as lifting heavy firefighting equipment, climbing standard and aerial ladders, and lifting and carrying people and equipment for rescue and salvage. Ability to work under conditions of heavy physical exertion in extreme heat and dust, in high and confined areas and smoke filled spaces, in all kinds of weather, and to maintain physical activity for prolonged periods of time. Ability to understand and carry out instructions. Ability to record information in written form. Ability to function independently and without direct supervision. Ability to think clearly and to apply knowledge under stressful conditions and to handle more than one task at a time. Ability to work closely with people including functioning as a team member to exercise tact or diplomacy and display compassion, understanding, and patience.

Ability to use and maintain firefighting equipment and to apply the theory necessary for effective firefighting and equipment operation. Ability to apply basic techniques of fighting fires and rendering first aid. Ability to learn 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, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication. Persons with mental or physical disabilities are eligible as long as they can perform the 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.

CHAIN OF COMMAND

