

**JOB OPPORTUNITY**

***DATE:*** December 15, 2020

***TITLE:*** Part-Time Fire Prevention Specialist

***DEPARTMENT:*** Fire Department

***SCHEDULE:*** Monday through Friday (schedule may flex on occasion)

***QUALIFICATIONS:***

1. Fire service/code inspection experience
2. High School Diploma
3. Valid NJ Driver’s License
4. Current NJ State Fire Inspector License (Fire Official is preferred)
5. Knowledge of the NJ Uniform Fire Code

***RESPONSIBILITIES:***

* Performance of fire code enforcement inspections and public education details in the Township of Voorhees under the direction of the Fire Official.
* Reports findings to the Fire Official utilizing authorized forms and detailing violations and corrective action.
* Serves penalty notices, orders, rulings, and other legal processes, including notices of violation as necessary based on physical inspections.
* The Applicant should possess strong communication and problem-solving skills and be able to work both independently and within a group.
* The Applicant must work effectively with members of the public, professionals as well as other employees.
* Knowledge of Computer Based inspection programs is preferred.

***Submit job application or resume to:***

***Voorhees Township***

***Human Resources***

***2400 Voorhees Town Center***

***Voorhees, NJ 08043***

**Fax (856) 429-3766**

or

**applicant@voorheesnj.com**