



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

INTERNAL JOB POSTING

POSITION: Deputy Fire Official
POSTING DATE: 7/17/2025
CLOSING DATE: 7/24/2025 @ 5:00 pm (Eastern)
JOB TYPE: Full-Time
REPORTS TO: Fire Official
SALARY RANGE: Grade L: Minimum: \$54,016.73 Maximum \$89,599.65
WORK SCHEDULE: Monday to Friday – 9:00 AM – 5:00 PM

Duties and Responsibilities

Under the direction of the Fire Official, the Deputy Fire Official is responsible for enforcement of the New Jersey Uniform Fire Code. The Deputy Fire Official will ensure that buildings are in accordance with appropriate laws, codes, ordinances, regulations and standards. Duties will include but not be limited to:

- Stands in for the Fire Official as directed and needed;
- Responsible for supporting the Fire Official in managing the day-to-day operations of the Fire Safety Division
- Supervises staff, assigns work, and evaluates staff performance;
- Read, interpret, and apply codes, standards and regulations, including issuing permits;
- Conduct field surveys to identify and register life hazard uses;
- Conduct fire inspections in all premises, except owner-occupied one- and two-family or attached single family structures used exclusively for dwelling purposes;
- Conduct smoke alarm, carbon monoxide alarm, and portable fire extinguisher compliance inspections (CSACMAPFEC) in one- and two-family or attached single family structure upon sale/lease;
- Witness the testing of installed detection and protection systems as required by the Code;
- Prepare and serve violation notices and orders to abate as authorized by the Fire Safety Official
- Conduct fire investigations in accordance with the NJ UFC and NFPA 921 and Qualification as per NFPA 1033
- Perform fire prevention details as directed by the Fire Official
- Collaborate with co-workers and supervisors on technical and administrative matters
- Interface with the public via phone and walk-in for requests for inspections and related questions; explain how the NJ UFC is to be applied. Explain how to address code deficiencies to ensure compliance. Respond to complaints as needed
- Conduct fire safety presentations for various civic and educational groups
- Write clear and concise inspection and investigation reports
- Attend Fire Prevention meetings at the discretion of the Fire Official
- Operate a Township-issued Emergency Response Vehicle
- Maintain any Township-issued equipment

Qualifications:

- Must be a current Bridgewater Township Employee
- High School Diploma
- NJDCA Fire Inspector License Maintained
- NJDCA Fire Official License Maintained
- New Jersey Driver's License
- 3 years' experience in Fire Prevention
- NJ DCJ Arson Investigator
- NJDCA Fire Investigator Certification Maintained
- Ability to maintain records and files
- Ability to work with limited supervision

Supplemental Information

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
- **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey

How to Apply

To apply, submit a resume and completed and signed employment application to personnel@bridgewaternj.gov, **no later than 5:00 pm on July 24, 2025. Please put “Deputy Fire Official ” in the subject line of the email.** The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable_Bridgewater-Township-Employee-Application_2023.pdf

AN EQUAL OPPORTUNITY EMPLOYER