



TOWNSHIP OF PLAINSBORO NOTICE OF VACANCY

DATE OF POSTING: November 25, 2025

TITLE: Fire Prevention Inspector (Part Time)

DEPARTMENT: Code Enforcement

***SALARY RANGE:** \$45.00/hourly

WORK SCHEDULE: Weekdays Only (Monday-Thursday or Tuesday-Friday)
Up to 20 hours per week w/some flexibility in schedule

EFFECTIVE: Immediately

DEADLINE TO APPLY: Applications accepted until position is filled

DUTIES DESCRIPTION:

This position is responsible for enforcing the New Jersey Uniform Fire Code to safeguard the health and safety of occupants and the general public. The individual selected for this position will be required to conduct daily inspections as assigned by the Fire Official. Incumbent works under the administrative direction of the Director of Code Enforcement with immediate oversight by the Fire Official.

Essential duties include but are not limited to:

- Understands and interprets the Uniform Fire Code and other related local ordinances.
- Conducts Fire Prevention inspections for life-hazard and non-life-hazard uses.
- Performs the duties outlined in N.J.A.C. 5:71-3.3(c).
- Assists Fire Official in conducting fire investigations.
- Responds to complaints in a courteous manner.
- Resolves inspection problems or refers unusual situations to supervisor.
- Prepares accurate inspection reports and follows up on violations.
- Maintains appropriate certifications and attends training as needed.
- Coordinates maintenance of Township vehicles as needed.
- Other work as required by the Department Director.

REQUIREMENTS:

- Valid NJ Fire Inspector Certification from the Division of Fire Safety.
- Valid NJ Driver's License.
- Ability to interact effectively with co-workers and the public.
- Four years of experience in a field associated with the fire service or fire protection industry, such as Fire Inspector, fire protection system installations

Complete the Application for Employment and Submit Resume and Cover Letter Online
<http://www.plainsboronj.com/500/Employment-Opportunities>

THE TOWNSHIP OF PLAINSBORO IS AN EQUAL OPPORTUNITY EMPLOYER