



TOWNSHIP OF ROCHELLE PARK

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ADMINISTRATOR

Dean M. Pinto, Esq.

TOWNSHIP COMMITTEE

Jennifer Appice
Gail Artola
Mayor Teresa Judge Cravello
Thomas Miller – Dep. Mayor
Matthew Trawinski

01/30/2025

The Township of Rochelle Park is seeking a dedicated and detail-oriented Part-Time Fire Prevention Inspector to join the Fire Prevention Bureau. In this role, you will be responsible for conducting fire code enforcement inspections and engaging in public education initiatives related to fire safety. The ideal candidate will have a strong understanding of fire prevention measures, excellent communication and problem-solving skills, and the ability to work effectively both independently and as part of a team. Flexibility in scheduling is available, with a preference for daytime hours.

Key Responsibilities:

- Conduct comprehensive inspections of residential, commercial, and industrial buildings to ensure compliance with local and state fire codes and safety regulations. Develop and maintain detailed inspection reports, documenting violations and recommending corrective actions. Assist the Fire Official in administering the fire prevention program and promoting safe practices within the township and perform other duties as assigned by the Fire Official related to fire prevention and safety initiatives.

Qualifications:

- Fire Inspector or Fire Official Certification
- Knowledge of fire prevention codes, regulations, and best practices.
- Strong time management, analytical and organizational skills, with the ability to manage multiple priorities effectively.
- Excellent verbal and written communication skills, particularly in conveying complex information to a diverse audience.
- Ability to work independently and collaboratively within a team environment.
- Proficient with Microsoft Office Suite and general computer literacy.
- NJ Fire Investigator Certification preferred but not mandatory.

Compensation will be commensurate with experience, starting at \$20.00 per hour up to \$25.00 per hour.

Interested candidates should submit a resume and cover letter outlining their qualifications and relevant experience to the Township Administrator. Applications will be accepted until the position is filled.

Township Administrator: Dean M. Pinto Email: Admin@rochelleparknj.gov E.O.E/ADA.