



# Lakewood Fire District No. 1

(732) 364-5151

Fax (732) 370-4878

733 Cedar Bridge Avenue • Lakewood, New Jersey 08701

## Fire Prevention Specialist (Non-Competitive Classified Position)

Lakewood Fire District No. 1 (under the authority of the NJ Civil Service Commission) is seeking a full-time Fire Prevention Specialist to perform and coordinate Fire Prevention activities; does other related duties as required. The duties of the Fire Prevention Specialist do not include fire suppression and/or other emergency response. The Fire Prevention Specialist will report to the Fire Chief who serves as the Chief of Department of the Fire District.

### BACKGROUND

The Lakewood Fire District provides fire protection services for the Township of Lakewood, which is the fifth most populous municipality in New Jersey. Lakewood is located in Ocean County and borders the municipalities of Brick Township, Jackson Township and Toms River in Ocean County as well as Howell Township in Monmouth County.

The Lakewood Fire District, through the combination career and volunteer Lakewood Fire Department, is faced with a growing urgency to provide increased fire protection and prevention services to meet the needs of the rising population and subsequent building construction that is transforming Lakewood into more of a city than a small town. A Fire Prevention Specialist is being sought to assist the Fire Department with its fire prevention public education program and pre-incident planning program. **This shall include, but not be limited to; organizing and coordinating community events, public education programs, and working collaboratively with Fire Department personnel to accomplish Fire Prevention Program objectives. Additional duties may include reception and phone coverage and other clerical duties as assigned. The majority of work may be performed in an office environment with trips to locations in the community for the purpose of performing public education activities and pre-incident planning.**

### ESSENTIAL FUNCTIONS

Essential functions will vary according to the work environment and may include, but are not limited to, the following:

- Coordinating and assisting in the development of Fire Prevention's public education programs and community emergency preparedness activities to civic groups, schools, employee groups, and citizens.
- Prepare and/or assemble necessary materials, power point presentations, information packets, and public education displays at community events, businesses and schools.



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- Plan, organize, promote, schedule and present public education programs for civic groups, schools, employee groups, and citizens to educate and motivate citizens to become involved in public safety practices.
- Develop, evaluate, and update lesson plans for public education.
- Evaluate and document fire protection systems, building construction, contents, occupancies, fire flows, and operating procedures that can impact emergency operations.
- Provide support in the development, planning and implementation of Fire Prevention Program and Pre-Incident Planning Program goals and objectives to maintain program effectiveness; recommend and implement approved policies, procedures or revisions as necessary.
- Assist the Fire Chief and others as assigned with administrative functions and special research.
- Submit monthly, quarterly, and annual reports to the Fire Chief, Fire District Administrator and/or Board of Fire Commissioners summarizing fire prevention operations.
- Make presentations before the Board of Fire Commissioners, city councils, commissions, boards and committees on fire prevention matters, as necessary.
- Does other related work as required.

## PREFERRED QUALIFICATIONS/KNOWLEDGE AND ABILITIES

- Experience in a Fire Department and/or Fire Prevention Bureau are all highly preferred.
- Oral and written communication skills necessary for accurate documentation of various required reports; communicating with the Department, the community officials, and the general public.
- Knowledge of basic fire prevention measures required in residential, commercial, industrial, and other buildings/structures.
- Knowledge of laws, rules, and regulations concerning all types of fire prevention measures.



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- 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 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 NJ Uniform Fire Code.
- Knowledge of safe handling of materials which pose a fire hazard.
- Knowledge of standards for installation of fire detection, fire alarm, and suppression systems.
- Knowledge of requirements of the NJ Uniform Fire Code regulating use/occupancy of buildings.
- Knowledge of code requirements related to fire ratings of structural components, arrangement, sizing, protection of means of egress, and flame spread.
- Knowledge of operation and maintenance of smoke detectors and alarms.
- Ability to comprehend and interpret basic laws and regulations.
- Ability to recognize existing/potential fire safety hazards, call these to the attention of the proper persons, and prepare detailed reports thereon.
- Ability to establish cooperative work relationships with local police, fire officials, owners, agents, tenants, and other interested individuals.
- Ability to maintain essential 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 utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to evaluate the effectiveness of fire prevention and educational activities.



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- Ability to establish and maintain effective working relationships with the personnel of the Department, municipal officials, and the general public.
- Ability to Develop and/or implement community fire prevention programs
- Ability to prepare and make effective oral fire information presentations and reports to Fire Department staff and to the general public.
- Ability to establish and maintain effective working relationships with the personnel of the Department, district officials, and the general public.

## REQUIRED QUALIFICATIONS

- Appointees will be required to possess a current, valid Fire Inspector Certification issued by the New Jersey Department of Community Affairs.
- Applicants who possess the higher-level certification as a Fire Official are considered to have met the above certification requirement.
- United States Citizen, or authorized to work in the U.S.A.
- Eligible for acceptance in the Public Employees' Retirement System of New Jersey.
- Able to read, write and speak the English language well and intelligently.
- Valid New Jersey Driver's License.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.
- Preference may be given to Residents of the Lakewood Township.

## SALARY

- Commensurate with qualifications and experience.



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## SUBMISSION OF COVER LETTER AND RESUME

**To be considered, cover letter and resume must be received no later than: June 1, 2022, at 2:00 p.m.** They may be mailed or emailed to:

Yehuda Beer, Fire District Administrator  
Lakewood Fire District No. 1  
733 Cedar Bridge Avenue  
Lakewood, NJ 08701  
[ybeer@lakewoodfd.org](mailto:ybeer@lakewoodfd.org)