



# Memo

**TO:** All Borough Employees  
**FROM:** Robert J. Kakoleski, Borough Administrator  
**DATE:** September 4, 2019  
**SUBJECT:** Job Announcement – Bureau of Fire Safety

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**OPEN:** To All Borough Employees

**POSITION:** **Fire Inspector**

**WORK HOURS:** Part Time (15 – 20 hours per week)

**CLOSING DATE:** **Wednesday – September 18, 2019**

**DESCRIPTION:** Responsibilities include but not limited to:

1. Inspects buildings and premises to identify and eliminate fire hazards;
2. Enforce provisions of relevant fire safety codes and regulations;
3. Serve penalty notices, orders, rulings and notices of violations;
4. Plan and conduct fire education programs;
5. Administer the Knox box entry program;
6. Possession of Fire Inspector Certification issued by NJ DCA required and valid driver's license.

Interested candidates should contact Margaret Scanlon, Borough Clerk, via email ([MScanlon@rutherfordboronj.com](mailto:MScanlon@rutherfordboronj.com)) by noon of the closing date listed above.