



Job Description

Job Title: Part Time Fire Inspector

Department: Fire

Education Required:

Shall be certified or seeking certification, by the Office of the State Fire Marshal, Division of Personnel Standards and Education, as a Fire Prevention Officer or Fire Inspector I;

Type of Position:

- Full-time
- Part-time
- Intern

Hours: Approx. 20 hours/week. Days and times will vary.

- Overtime may be required as needed
- Exempt
- Nonexempt

General Description: Under the supervision of the Fire Chief or his designee, supports public safety and prevents property loss through the inspection of new and existing commercial and residential buildings. Responsibilities include but are not limited to: building inspections to ensure adequate fire protection, identification and correction of fire hazards, and providing communication to property and business owners to resolve compliance problems. This position also assists with public education throughout the Village. Position performs inspections in and around properties and buildings throughout the community for the purpose of verifying compliance with the adopted Fire and Life Safety Codes; identifies the existence of hazardous materials, as well as the nature, quantity, and locations of such materials; and with direction utilizes all available means to ensure compliance with such laws and codes where violations persist. Documentation and data entry related to enforcement and inspection activities. Congenial and authoritative communication/interaction with business owners and residents is necessary. This position will also assist in other bureau activities as may be necessary.

Essential Functions of the job:

- Must have a working knowledge of fire suppression and fire prevention activities.
- Work harmoniously with shift and staff personnel of the Fire Department and other Village Departments.
- Work both independently and with direct supervision toward the overall department & Village goals.
- Demonstrate effective oral and written communication skills by preparing complete and accurate records, reports, and presentations as directed.
- Investigate complaints of possible hazardous fire conditions; determine if a fire hazard is present and initiate action to secure correction if a fire hazard is determined to exist.
- Conduct inspections and re-inspections of commercial, industrial, multifamily residential, public, and institutional buildings; checking for compliance with village, state and federal fire codes, ordinances, and statutes as to fire hazards and fire protection equipment; check for compliance of violations noted.
- Conduct inspections for proper identification, labeling, notification, and storage of hazardous materials.
- Prepare documentation of inspection findings for report submittal to parties involved, to administrative offices, and for record keeping purposes. Maintain a comprehensive system of records for follow-up inspections and department use.
- Write violation notices, letters, and other follow-up correspondence.
- Update paper and computer files relating to fire prevention and building surveys for occupancies in the Village.
- Attend meetings and training as required to keep current with changes in the fire prevention industry.
- Perform other related work as assigned.

Safety and Risk Management Responsibilities:

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. This position will be expected to occasionally operate on or near fire scenes or other potentially hazardous situations in order to support frontline response personnel. SCBA respirator qualification IS NOT required however lower levels of respiratory protection may be used. PPE appropriate to the anticipated hazards will be issued and training in its use will be provided. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9, respectively.

Knowledge and Skills:

Have a good working knowledge of the appropriate edition of the ICC Fire Prevention Code, NFPA Standards, and Village Ordinances pertaining to fire prevention. Shall be certified or seeking certification, by the Office of the State Fire Marshal, Division of Personnel Standards and Education, as a Fire Prevention Officer or Fire Inspector I. Have had previous Fire Prevention Bureau and or Fire Department experience. Previous experience in fire inspections and/or enforcement. Possession of a valid driver's license at the level required for the operation of Village vehicles as assigned. Computer skills, working knowledge of ~~Fire House Software~~ and Microsoft Office Suite.

Supervisory Responsibilities: N/A

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Computer Skills: Working knowledge of Microsoft Office Products, "Firehouse" software, online "Mobile Eye" report entry, and CAD drawings. Ability to learn and use BS&A software.

Other Qualifications: Valid Illinois driver's license. Ability to operate "marked" Village staff vehicles in non-emergent situations.

Travel: Some local travel may be required of the position.

Physical Demands:

While performing the duties of this job, the employee is regularly required to read, fill out, and file fine print code books, design drawings, Inspection Reports, Village ordinance books, technical manuals, and manufacturers' literature; able to exercise independent judgment in situations ranging from highly routine and stable to exceedingly risky and unstable; must be able to reach, lift, and carry weights up to 25 lbs.; stoop, kneel, pick up weights up to 25 lbs.; or pull and push weights up to 25 lbs.; have perception and discrimination of color, sound, taste, texture, odor, and form; apply principles of common sense and understanding to perform no repetitive tasks; interact with fellow employees, elected and appointed officials, and the public in both written and verbal form; operate most office equipment, motor vehicles, cameras, and small hand tools; crouch and crawl as needed; climb ladders in excess of 5 feet; frequently be exposed to temperature extremes, strong odors or fumes, toxic agents, noise, vibrations, wetness, humidity, dust, varying light conditions; deal with stress in a calm, rational manner; operate in conditions of occasional to limited supervision.

Work Environment:

The noise level in the work environment is usually moderate.