

The City of Rolling Meadows Fire Department seeks a professional, dedicated individual to provide part-time fire inspector services.

This position's primary duties will be related to the fire inspections and reviews of construction and building plans. The individual will work up to 19 hours per week.

**Duties and Responsibilities:** Duties include conducting and/or assisting with various types of inspections including certificate of occupancy, life safety, public events, special process, permit review, building review, after fire review, hazard mitigation, fire protection equipment/systems and other inspections as required. This position requires a high energy and personable individual with excellent customer interaction and telephone etiquette skills. The successful candidate will have the ability to handle multiple tasks concurrently, be highly organized, and detail oriented.

**Qualifications:** Qualified candidates are required to have a valid State of Illinois Driver's License and excellent communications skills. Certified Fire Prevention Officer (OSFM) and/or International Code Council or NFPA Fire Inspector Certifications are preferred. The successful candidate will have high integrity and will foster open and honest communication throughout the organization. The candidate will strive to better the organization through teamwork, customer service, and professional growth and development.

Starting salary is \$30.00/hour.

\*\* For more detailed job descriptions for each position, please visit [www.cityrm.org](http://www.cityrm.org)

Employment is contingent upon the successful completion of a background check and drug screening.

City of Rolling Meadows job applications should be completed and submitted with a cover letter and resume. Application will be accepted until the position is filled at the City Hall in Rolling Meadows, 3600 Kirchoff Road, Rolling Meadows, Illinois 60008. Completed applications may also be e-mailed to Lisa Kaiser, Human Resources Specialist at [KaiserL@cityrm.org](mailto:KaiserL@cityrm.org)

The City of Rolling Meadows is an Equal Opportunity Employer and supports a Drug Free Work Place.