



NEW LENOX FIRE PROTECTION DISTRICT

Headquarters/Station #1
261 E. Maple Street
New Lenox, Illinois 60451
Office: 815-463-4500 Fax: 815-485-3959
www.nlfire.com

Part-time Fire Inspector

The New Lenox Fire District is seeking a part-time Fire Inspector for the Life Safety Division.

General Purpose: Performs inspection and re-inspection of a variety of existing structures, inspection of new and remodeled construction for items relating to fire safety and required fire protection systems.

Supervision Received: Work is performed under the direct supervision of the Fire Marshal, with the complete oversight of the Life Safety Division by the Deputy Fire Chief.

Conducts inspections and reinspection's of commercial, industrial, multi-family residences, public, and institutional buildings, checking for compliance with city, state and federal fire codes, ordinances, and statutes as to fire hazards and fire protection equipment; secures correction of violations noted or institutes legal action for correction, if necessary. Assist the public education division when necessary. Prepares documentation of inspection findings for report submittal to parties involved, to administrative offices, and for recordkeeping purposes.

- Maintains a comprehensive system of records and computer files for follow-up inspections and for department use.
- Writes violation notice letters and related follow-up correspondences.
- Utilizes hand-held computer devices for in-field recording of inspection activities and findings.
- Updates files relating to fire prevention for occupancies in the District.
- Attends fire prevention meetings as required.
- Communicates with firefighting shift personnel on situations found, potential hazards, etc.
- Performs other related work as required.

Minimum requirements: Fire Inspector 1 or Basic Fire Prevention Officer or FPO1

Preferred: Fire Inspector 2 or Advanced Fire Prevention Officer or FPO2

Hours 16-24 hours a week

Salary 24.00/Hr.

Workday 0800-1600

Application deadline is until it is filled.

If interested, please send resume to Fire Marshal James Brown at james.brown@nlfire.com or 815-463-4528.