



VILLAGE OF OAK PARK
POSITION RECRUITMENT NOTIFICATION
FOR INTERNAL & EXTERNAL CANDIDATES

Job Classification: Fire Inspector (part-time)

Department/Division	Fire Department
Employment Status:	Part-time
Schedule:	Up to 20 hours per week; Monday-Friday between the hours of 10am and 2pm
Hourly Salary/Grade:	\$25.24/hr.; Pay Grade 15-GS
FLSA:	Non-Exempt
Union:	N/A
Employment Commission:	N/A
Deadline for Application:	Until position is filled

POSITION SUMMARY:

This position serves the public through enforcement of Village fire and life safety codes and ordinances; through inspections of residential, commercial and industrial properties; and provides consultation and information to residents, architects, attorneys, fire service personnel and builders regarding laws, rules, regulations and department policy relating to fire and life safety.

The successful candidate for this position will be detailed-oriented; have an aptitude for learning; and enjoy working in a team environment. To be considered for an interview, the candidate must have the proven ability to learn, interpret and apply Village of Oak Park Code of Ordinances as they apply to life safety and fire prevention. A minimum of two years of fire prevention or inspection experience is required. The selected candidate must ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture. The selected candidate must be able to travel from site to site in residential or commercial environments, work in inclement weather conditions and significant walking on a daily basis. May be required to occasionally use a ladder or inspect low areas.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=503520195> For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.