

Title: Fire Prevention Inspector (part-time)  
Department: Fire  
Hiring Rate: \$30.00/hour (full range \$15.00/hour - \$40.00/hour)  
Benefits: Optional 457 plan participation  
Closing Date: Open until filled

**Description of Primary Purpose:** The Fire Prevention Inspector (FPI) position provides essential services to the Fire Prevention Bureau under the direction and supervision of the Director of Fire Prevention. This position is classified as part-time non-exempt; the work schedule will be comprised of three days per week, six hours per day (approximately 18 hours per week), and is adjustable at the discretion of the Fire Chief. The schedule may include occasional weekend or evening hours. The FPI position handles various duties pertaining to the operation of the Fire Prevention Bureau. These may include Fire Safety Inspections, Code Enforcement, Public Education and Training, Record Keeping, and other duties as may be required.

As a representative of the Libertyville Fire Department, the FPI must demonstrate a positive attitude, professionalism, courtesy, and appropriate tact and discretion when dealing with other departments and the public. The FPI must be dependable, organized, self-motivated, and can work with minimal supervision.

#### Essential Functions:

- Inspects public, commercial, residential, and educational buildings for fire and life safety hazards. Maintains accurate records and reports on all inspections made.
- Conducts acceptance testing of fire protection systems.
- Conducts public education presentations to various groups and organizations.
- Works directly with the school districts in the evaluation and practice of their fire alarm and severe weather drills.
- Responsible for maintaining the fire alarm monitoring network, including working directly with the Dispatch Center in the resolution of alarms.
- Perform other related duties as assigned.

#### Qualifications:

- Fire Inspector I or Fire Prevention Officer I certification issued by the Office of the State Fire Marshal.
- Must be 21 years of age.
- Must maintain a valid driver's license.
- GED or high school diploma.
- Proficiency in the use of computers.
- Effective oral and written communication skills.

#### Desirable Experience and Training:

- Ability to complete building and fire suppression system plan reviews.
- Certified Fire Investigator.
- Experience in the fire service of more than five (5) years.
- Knowledge of pertinent Federal, State and local fire codes and regulations.
- Working knowledge of fire alarm and/or suppression systems and their inspection, testing, and maintenance requirements.

**Physical/Mental Requirements:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility that allows an individual to work in a typical office setting, use standard office equipment, and to drive a motor vehicle to visit work sites and attend meetings; vision to read printed materials and computer screens; hearing and speech to communicate in person or over the telephone; and strength to lift and carry up to 50 pounds. Work is performed in both office and in-field settings.

**How to Apply:** Please submit your application package with the subject line "PT Fire Prevention Inspector" via email to Human Resources at [employment@libertyville.com](mailto:employment@libertyville.com). An application may be submitted instead of a resume by [clicking here](#), that contains the following in order:

1. Resume (or application)
2. All relevant certifications