



FIRE PREVENTION BUREAU

FIRE INSPECTOR



The Addison Fire Protection #1 is seeking candidates for a full-time Fire Inspector.

The Addison Fire Protection District is in the northeast portion of Illinois, approximately 18 miles west of the center of the city of Chicago. The district lies entirely in the county of DuPage and serves both the Village of Addison as well as unincorporated portions of Wood Dale, Villa Park, Lombard, and Bloomingdale. The district protects approximately 40,000 residents between the incorporated and non-incorporated areas. Currently, the AFPD covers approximately 12 square miles within DuPage County.

Considered a suburb of Chicago, Addison has grown over the years from the small, primarily farming community it once was to a bedroom community providing residents and visitors with ample shopping, leisure, and employment opportunities. Within the fire district borders are single and multi-family housing, strip malls, stand-alone shops and restaurants and a large industrial area with varied types of businesses. The district also contains two Interstate highways, I-355 and I-290, as well as several other state and local highways and roads. These roads give residents and visitors easy access to the city of Chicago as well as surrounding communities and neighboring states.

Under direction from the Fire Marshal, the Fire Inspector issues fire permits, conducts fire permit inspections and fire education programs, identifies, investigates, and resolves potential violations of municipal, state, national, and international laws, ordinances, codes, and regulations including, but not limited to, building and fire codes and nuisance abatement regulations, and provides information and general assistance to business owners, homeowners, tenants, and the public.

ESSENTIAL JOB FUNCTIONS

- Provides technical advice to departmental offices/staff, business owners and the public on the interpretation or application of the fire safety and building codes and regulations and ensures compliance.
- Schedules, coordinate, and performs business inspections, and issues fire permits.
- Prepares inspections reports.
- Maintains statistics and records of inspections.
- Identifies corrective actions to be taken by business owners and monitors activities to ensure conformance with codes, laws, and regulations.
- Issues infraction/misdemeanor citations for violations of the Fire Code.
- Investigate and document complaints of violation of international, state, and local laws, ordinances, and codes within the purview of the Fire Department.
- Identifies violations of other Village codes and regulations and notifies appropriate Village officials.
- Attends administrative hearings as required.
- Provides regular inspections of construction projects.
- Prepares a variety of written reports.
- Develops and presents fire prevention programs to the public.
- Conducts special studies.
- Public education to the various target audiences of the community

ADDITIONAL RESONSIBILITIES

- Plan review
- Administration of fire prevention and public education programs
- Conduct routine fire inspections (as needed and assigned) in the community
- Oversee new construction projects and existing structure alterations
- Other related duties as assigned and required.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Must possess a valid Illinois Class D Driver's License with a good driving record
- ***At least*** one of the following:
 - Certified Inspector I (OSFM, ICC, and/or NFPA) or have successfully completed the training/coursework in Inspector I certification
 - Experience in the fields of workplace safety, emergency response, emergency management, and or NICET II (minimum) in Inspection, testing, and maintenance of life safety systems will be considered lieu of certification upon review.

Preferred Education and Experience:

- Possess an AA, AS or higher degree from an approved college or university.
- State Fire Marshall Certification Tracks:
 - Fire Prevention Officer I or Basic Fire Prevention Officer (Highly preferred)
 - Fire Prevention Officer II or Advanced Fire Prevention Officer
- Four (4) years of full-time experience in fire prevention inspection or other related work. (Highly preferred)

Knowledge of:

- Structure of various agencies to understand the working relationships between national, state, local, and private organizations.
- Departmental regulations, procedures, and work methods.
- Basic report writing techniques including English usage, spelling, punctuation, and grammar.
- General office record keeping and filing methods.

Ability to:

- Learn basic chemical concepts related to hazardous materials, basic evidence collection techniques and basic photography methods.
- Understand and learn to apply codes, ordinances, laws, rules, regulations, and policies.
- Understand and follow verbal and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare clear and accurate reports.
- Communicate effectively, both orally and in writing.
- Operate a variety of office equipment, including computers.
- Work effectively on multiple tasks.

Working conditions and Physical requirements:

- On a continuous basis, work both indoors and outdoors and travel in assigned vehicle.
- On an occasional basis is exposed to dust, noise, smoke, fumes, oils, grease, equipment vibration, machinery with moving parts, moving objects or other vehicles, wet and slippery surfaces.
- May involve contact with the public under stressful conditions.
- Conduct field inspections in varying climate and temperature conditions.
- Lifting and operating assigned equipment.
- Walk on uneven and/or slippery surfaces.
- Reach for items above the head and below the feet.
- Climb up and down ladders.
- Enter confined environments.
- Move quickly and easily, crawl, stoop, or bend.
- Visual acuity sufficient to read gauges and observe conditions at inspection sites in a variety of lighting conditions.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, and writing, and operating assigned equipment.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing, or sitting for extended periods of time.

Wage and Benefits:

Starting Salary: Salary range \$71,500 – \$78,964 DOQ

40-hour work week, 8 hours/day, Monday – Friday 7:30 AM – 4:00 PM

Health, Vision, and Dental Insurance

Life Insurance

Illinois Municipal Retirement Fund

Vacation, Holidays, Personal Time, Comp Time, 7G wage, and Sick Leave

Successful candidate will be subject to a background check and drug screening.

Please submit a cover letter, resume, and references to the Addison Fire Protection District, 10 S. Addison Rd., Addison, IL 60101, or email to admin@addisonfire.org

Equal Opportunity Employer

Position will be available until filled.