

**Job Title: Fire Inspector (Fire Department)**Requisition ID **13846** - Posted - **Fire & EMS / Public Safety**

VILLAGE OF SCHAUMBURG

Human Resources Department

101 Schaumburg Court, Schaumburg, IL 60193

<http://www.schaumburg.com/>**NOW ACCEPTING APPLICATIONS FOR THE POSITION OF:**

Fire Inspector (Fire Department)

Interviews will be conducted as applications are received. This position will remain open until filled.

**JOB SUMMARY:**

This position is considered a civil fire prevention officer responsible for the effective enforcement of Village fire and life safety codes and ordinances through inspections of residential, commercial, and industrial properties. The position requires self-discipline, accurate scheduling, spontaneous problem resolution, excellent verbal and written communication skills, provision of expert testimony in courts of law, and working autonomously.

Shall occasionally be required to perform inspections and/or duties as designated, beyond and/or in addition to, the normal work day or work week.

**JOB DUTIES:**

1. Responsible for understanding and applying the code of ordinances and any adopted codes and ordinances.
2. Performs inspections and fire systems tests of new and existing buildings to ensure compliance with fire and life safety codes.
3. Organizes daily work schedule, and completes designated or scheduled inspections and/or assignments, before the end of work day.
4. Investigates complaints and performs inspections as required to promote safety and prevent fire hazards. Also responsible for contacting and notifying responsible parties involved and assisting in resolving all code infractions to ensure compliance with codes and ordinances.
5. Provides technical assistance, correspondence, and/or notices, to the public, Village personnel, property owners, and contractors.
6. Issues warning notices, tickets, and citations as directed, involving violations of the code of ordinances, and/or other related adopted ordinances and codes. Maintains documentation and appears in court as necessary.
7. Reviews job site plans/drawings for any discrepancy or deviation from approved plans/drawings.
8. Utilizes special tools, instruments, equipment, etc. as necessary in fulfilling job duties or assigned tasks, as directed.
9. Attends educational courses and seminars as needed to maintain certifications and licenses, or as directed.
10. Performs other duties as assigned.

**QUALIFICATIONS:**

1. Associate's degree in fire science, building technology, or a related field.
2. A minimum of two years of fire prevention or inspection experience involving customer service and customer complaint investigation skills.
3. Certification in Fire Inspector I with the International Code Council or ability to obtain within one year from the date of hire.
4. Possession of a valid driver's license and reliable transportation.
5. Proficiency with current computer technology, job-specific software, and customer service systems.

**STARTING PAY RATE:** \$31.02 - \$34.56 per hour based on a 35 or 40-hour workweek. Salary dependent on qualifications. The salary range for this position is \$31.02 - \$45.20. This position is represented by a union; you may refer to the AFSCME collective bargaining agreement available on our website.

Please attach as part of your application all necessary documents verifying that you meet the minimum qualifications for the position.

**BENEFITS:**

The Village of Schaumburg has a competitive benefit package with coverage that begins on the first day of employment and includes: flexible benefit Section 125 plan including health, dental, vision, and life insurance as well as medical and dependent care flexible spending accounts, and a retirement plan through the Illinois Municipal Retirement Fund. The Village also provides paid holidays, paid vacation, sick leave, tuition reimbursement, succession development, and more.

**ABOUT THE VILLAGE OF SCHAUMBURG:**

The village employs approximately 600 employees in 12 departments, including police, fire, engineering and public works, communications, community development, cultural services, economic development, finance, general government, human resources, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

Our Core Values are the heart and soul of how we operate. Customer service, integrity, respect, teamwork, and trust are the values we dedicate ourselves to with the goal of providing excellent services and programs to meet the needs of our community and those within our organization. They guide our actions and serve as the framework for the decisions and contributions we make every day – at every level. Each member of the Schaumburg team is valued, belongs and provides essential services to the residents, visitors, and businesses of Schaumburg. We are proud of the rich diversity of the Schaumburg community, and we want employees to bring their own unique capabilities, experiences, and characteristics to their work in serving the community. The characteristics of humility, empathy, respect, and open-mindedness are cornerstones of our organizational culture. The success of the village depends on our employees, and we are committed to helping employees continue growing and developing in their careers.

**SELECTION PROCESS:**

The candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other job-related testing or verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen (including cannabis).

Individuals requesting reasonable accommodations under the Americans with Disabilities Act to complete the application process should contact the Human Resources Department at 847-923-3900.

**The Village of Schaumburg is an Equal Opportunity Employer**