



ELGIN
THE CITY IN THE SUBURBS



OPPORTUNITY TO SERVE THE COMMUNITY OF ELGIN, ILLINOIS AS THE

ASSISTANT FIRE CODE OFFICIAL

Seeking an experienced individual to join the Elgin Fire Department at the City of Elgin as the Assistant Fire Code Official. Candidates should possess a thorough knowledge and understanding of the fire and life safety codes and standards as adopted by the City of Elgin. Candidates should also possess strong verbal and written communication skills and the ability to cooperate with and coordinate activities with internal departments and outside agencies on matters related to building code, fire code and life safety code compliance issues.

THE ELGIN COMMUNITY

Established in 1854, the city of Elgin, Illinois is a historic, culturally and economically diverse, rapidly growing community located 35 miles from the city of Chicago in Kane and Cook counties. Nearly 115,000 people are proud to call Elgin their home because of the city's wonderful offerings--a great location, convenient transportation, superior quality of life, low crime rate, great variety of housing and dependable city services. Elgin is a civic-minded and volunteer-rich community continuously demonstrating the care, collaboration and dedication that makes Elgin an exceptional place to live and work.

CULTURE

Elgin offers world-class arts and entertainment options for all ages as well as the nationally acclaimed Gail Borden Public Library that draws more than one million visitors to downtown Elgin each year. The Grand Victoria Casino, vibrant art galleries and performance spaces, high-quality public museums and many restaurants anchor Elgin's redeveloped downtown. Festival Park and Riverside Drive Promenade serve as destinations for many community events such as the Grand Victoria Casino's successful summer concert series. The city maintains more than 70 parks and 10 recreational facilities with amenities ranging from the Lords Park Zoo to the Edward Schock Centre of Elgin with programming options for people of all ages. The city operates Wing Park Golf Course, The Highlands of Elgin Golf Course and Bowes Creek Country Club, attracting golfers from all over the country to play on the city's award-winning courses. The Elgin Sports Complex, located just south of U.S. Route 20, offers ten softball fields, ten soccer fields, a BMX track and two sand volleyball courts, regularly drawing thousands of visitors to Elgin.

HOUSING

Elgin's housing stock is as diverse as its community, offering urban, suburban and rural options throughout the city's 38 square miles. The city's four historic districts and trendy downtown living options complement its many connected neighborhoods with single-family homes and townhomes. Elgin also features active adult communities offering modern, state-of-the art amenity-filled housing options.

Elgin remains a leader in the state for new housing starts. As Elgin continues to expand west, the Chicago Metropolitan Agency for Planning (CMAP) expects that the city's population will grow to over 168,000 by 2040, with the number of households totaling over 55,000 (CMAP Forecast Summary, January 2015). Already, the 2020 Census data showed Elgin was the fastest growing of Illinois cities with populations over 100,000 in the past decade. With a population of nearly 115,000, Elgin is now the sixth largest city in the state of Illinois.



EDUCATION

Elgin provides superior, comprehensive educational opportunities for all ages. The community is served by three public school districts, including District 300, Central 301 and School District U-46 (the state's second largest school district), as well as many private schools and college-prep academies. Elgin's post-secondary educational offerings include Elgin Community College and Judson University as well as the satellite campuses for the Keller Graduate School of Management, University of Phoenix and National Louis University. Elgin's robust community programming at the Gail Borden Public Library and other community institutions offer training, skills-based lessons and advanced educational opportunities for people of all ages and all needs.

TRANSPORTATION

Elgin has exceptional transportation access to all points throughout the Chicago metropolitan area. Elgin is connected to O'Hare International Airport, Midway Airport, the city of Chicago and all western suburbs via the Interstate-90 and the Elgin-O'Hare Expressway. Metra's Milwaukee District West line provides direct access between downtown Chicago and Elgin's three train stations. Elgin's high-quality public

infrastructure, transportation connectors, close proximity to O'Hare International Airport, and the 4.6 million persons employed in the Chicago metropolitan area labor market collectively draw regional, national and multinational businesses to locate within the city (Bureau of Labor Statistics, August 2016). Elgin's 20 business parks are home to the city's more than 250 small and medium sized manufacturing businesses. Overall, Elgin has a well-balanced economy rooted in a diverse employment base in a variety of sectors.

GOVERNMENT

Elgin is a home-rule municipality that operates under a council-manager form of government with a mayor and eight city council members elected at-large for four-year staggered terms. The city council appoints a city manager, who is responsible for the administration of city services. Elgin's commitment to sound financial management and long-term planning is evidenced by its AAA bond rating. The city continues to balance the need for a conservative financial approach and diversified revenue streams while still maintaining high levels of service for the lowest possible cost. The city employs more than 800 employees.



ELGIN FIRE DEPARTMENT

The Elgin Fire Department consists of 135 sworn members who provide a full range of coverage to 38.8 square miles and service a population of nearly 115,000 people from 7 fire stations.

ABOUT THE DEPARTMENT

The Elgin Fire Department maintains a full-time professional staff of 140 members, including 135 sworn members and 5 civilian support personnel.

There are seven fire stations located throughout the City. In addition to providing fire protection services, the fire department responds to many other emergencies including emergency medical service calls, vehicle extraction and stabilization, hazardous materials spills or releases, damaged utilities, hazardous traffic and weather conditions, water rescue and recovery, technical rescue and any other natural or man-made emergency.

Licensed fire code officers review plans for all new buildings, buildings undergoing renovation and local businesses to make sure they meet the fire safety code.

Fire personnel go out in the community to prepare residents in the event of an emergency. Every fall, Elgin fire personnel visit every school in the city and administer school fire drills, evaluate the school response and make recommendations to improve safe emergency exit procedures. The Fire Department also offers CPR and AED training for the public and for other city departments. The department also trains with community partners to prepare for potential large, community-wide emergency situations.



Four special teams:

- Fire Investigations team.
- Hazardous Materials team.
- Technical Rescue team.
- Water Rescue team.



Apparatus:

- 4 ALS Engines.
- 3 ALS Quints.
- 5 ALS Ambulances.



14,992 total calls for Service in 2023

- 11,478 for EMS (76%).
- 3,514 for fire/rescue/other



Formula mutual aid agreements structured within the Mutual Aid Box Alarm System (MABAS)



Fire Department's 911 dispatching combined with Police Department's.



Paramedic program is coordinated through Advocate Sherman Hospital.



Notable Achievements:

- American Heart Association's Mission: Lifeline Gold Award (2020; 2016); Silver Award (2015).
- Insurance Services Office (ISO) fire protection "Class 2" rating (2019)

ASSISTANT FIRE CODE OFFICIAL

ROLE OF THE ASSISTANT FIRE CODE OFFICIAL

The Assistant Fire Code Official operates as a member of the Fire Prevention Bureau and operates under the direction of the Fire Code Official and Fire Chief.

Work involves conducting fire code related activities and providing for public relations and public education efforts. The Assistant Fire Code Official is responsible for conducting a thorough and professional inspection of buildings, structures, facilities, sites, and/or suppression systems located within the jurisdiction of the City of Elgin.

The Assistant Fire Code Official must possess strong verbal and written communication skills; display the ability to cooperate with and coordinate activities with outside agencies assisting in the matters related to building code, fire code, and life safety code compliance issues; identify fire code related violations, deficiencies, or discrepancies in design, installation, or existing conditions at the time of inspection; and create a written record detailing the issues found at the time of inspection and documentation of all actions necessary to gain compliance. This role requires a thorough knowledge and understanding of the fire and life safety codes and standards as adopted by the City of Elgin.

Duties include:

- Inspect and evaluate a building or facility for fire code and life safety code compliance concerns/ violations.
- Inspects & evaluates the fire protection systems and equipment that are provided for life safety and property protection within a structure.
- Inspects & evaluate the egress elements of a structure and ensure the means of egress are provided for and located in accordance with the applicable code and standard requirements.
- Inspect and evaluate a structure for code compliance related to storage, handling, and use of hazardous materials; and the processes or operations utilizing hazardous materials.
- Verify compliance with construction documents so that life safety systems and building service equipment are installed, inspected, and tested to perform in accordance with the code requirements and related engineering documentation.
- Conduct and document water flow testing results for fire hydrants located within the City of Elgin.
- Pursue legal action regarding noncompliant buildings, facilities, and structures; including but not limited to the issuance of citations and the initiation and pursuit of court action to ensure compliance with fire and life safety code violations.
- Review plans for new construction and remodeling of commercial, industrial and multi-family occupancies and installed systems.
- Working at night, on weekends and on holidays with advanced notice.
- Performs related tasks as assigned.

EDUCATION AND EXPERIENCE

- Any combination of education and experience equivalent to graduation from an accredited college or university with a degree in fire science or related field.
- Must possess 5 years' experience within fire department fire prevention bureau or other code interpretation/enforcement experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have knowledge of International Fire Code; NFPA 101, NFPA 72, NFPA 13.
- Must understand and interpret Local, State, and National statutes, standards, and regulations related to fire code inspections, life safety code inspections, and building code inspections; permit requirements for the City of Elgin as adopted in local ordinance; plan review requirements for the City of Elgin as adopted in local ordinance occupancy classification types, the fire hazards present in various occupancies, and the occupant load factors relating to various occupancy classifications and usage; basic report writing techniques including English usage, spelling, punctuation and grammar.
- Must be able to recognize and identify fire hazards and life safety violations within a structure, building, or facility; properly comprehend, interpret, and apply codes, standards, and other legal requirements related to fire inspections; portray an image of integrity, professionalism, and competency through written and verbal communication skills; complete and maintain the educational and training requirements as established for the assignment by the Fire Code Official, Fire Chief, City of Elgin or other local, State, or Federal mandates; add, subtract, multiply and divide, calculate decimals, ratios, percentages, fractions and exponent; apply concepts of basic algebra and geometry; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Must be able to identify and solve problems; control situations involving irate and emotionally distraught persons; respond to and make decisions under stress of emergency and confrontation; make a written record of observations and actions taken; use a computer to enter and retrieve information. Train other fire personnel in the inspection process; quickly learn and put to use new skills and knowledge brought forth by rapidly changing information and technology.
- Must possess strong writing and verbal communication skills.
- Must be able to safely drive assigned city vehicles to areas of assignment.
- Must be able to work with various electronic platforms as they relate to plan reviews, inspections, record keeping, report writing, training, email and other business solutions.

REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Illinois.
- Must meet and maintain all departmental and state training and certification requirements for the position.
- Must possess Illinois Office of the State Fire Marshal Inspector 1 certification, ICC Inspector 1 certification or NFPA Inspector 1 certification.

PREFERRED QUALIFICATIONS

- Office of the State Fire Marshal Certified Fire Investigator
- Illinois Office of the State Fire Marshal Certified Basic & Advanced Fire Prevention Officer
- Illinois Office of the State Fire Marshal Fire Inspector II certification.
- ICC Inspector 2 certification or NFPA Inspector 2 certification.
- ICC Commercial Building Inspector certification.
- ICC Fire Plans Examiner or NFPA Certified Fire Plans Examiner certification.
- ICC Commercial Building Plans Examiner certification.
- Bi-lingual ability is desired but not required.

TO APPLY : Applications should be completed online at cityofelgin.org/jobs and must include resume, cover letter and references. All inquiries can be directed to the Elgin Human Resources Department at 847-931-6076 or elginhr@cityofelgin.org.

