



July 24, 2023

**FIRE INSPECTOR – PART TIME
FIRE DEPARTMENT
VILLAGE OF WINNETKA**

The Winnetka Fire Department is seeking a part-time Fire Inspector. The Fire Inspector inspects a variety of structures, including new and remodeled construction sites, for fire safety hazards or inadequate fire protection systems. This position occasionally assists with the review of construction and remodeling plans; collects, reviews, and updates data for pre-fire planning; and disseminates information to firefighting personnel.

Desired Minimum Qualifications:

- Graduation from high school or GED equivalent.
- State of Illinois Certified Firefighter II and Fire Inspector I certification.
- State of Illinois Basic Fire Prevention Officer and National Fire Prevention Association (NFPA) Plans Examiner certification preferred.
- A minimum of one (1) year experience as a municipal Fire Inspector preferred.
- Valid driver's license

Essential Functions

- Conduct inspections of commercial, industrial, multifamily residences and public buildings to ensure compliance with Village, state, and federal fire codes.
- Investigate complaints of possible fire hazard conditions and follow through to determine if fire hazard is present and initiate action to secure correction if fire hazard exists.
- Issue warnings and citations for fire code violations; write violation notice letters and related follow-up correspondence.
- Participate in team field inspections for items related to fire safety at construction sites.
- Review building plans for fire and life safety issues.
- Prepare reports of inspection findings; maintain and update comprehensive records for follow-up inspections and pre-plans for occupancies.
- Attend fire prevention meetings and training as required.
- Communicate with firefighting shift personnel on potential hazards, pre-plan updates, and other items as necessary.
- Make suggestions for amendments and additions to codes or regulations, which relate to the position.
- Attend special events for fire and life safety purposes.
- Develop educational presentations for building owners, condominium associations, schools, and other entities as needed.
- Appear and testify at court hearings when required.
- Assist the Community Development Department with review of construction and remodeling plans as needed.
- Perform other duties as assigned.

The part-time Fire Inspector works in both an office environment and outdoors. Shifts range from 4 hours to 8 hours per day, and less than 20 hours weekly.

Starting Hourly Rate: \$31 - \$33 per hour, DOQ.

Position Open Until Filled.

Applications must be completed online at www.villageofwinnetka.org.

For questions or assistance, please contact Ann Eriksson, Human Resources Manager, at (847) 716-3546 or aeriksson@winnetka.org.

Equal Opportunity Employer