



**VILLAGE OF ELK GROVE VILLAGE  
JOB POSTING  
FIRE INSPECTOR  
FIRE DEPARTMENT & COMMUNITY DEVELOPMENT DEPARTMENT**

Elk Grove Village, Illinois (pop. 33,127), a strategically located, progressive community home to North America's largest consolidated business park, is seeking a Fire Inspector for the Inspection Services Division. Elk Grove Village is located in Cook and DuPage Counties adjacent to O'Hare International Airport and is home to approximately 3,400 businesses in its 6-square-mile Business Park.

The Fire Inspector is under the general supervision of the Inspection Services Supervisor/Fire Marshal. The Fire Inspector performs fire protection duties intended to identify and correct fire code violations, to reduce the hazards within a building. The primary roles of this position are to (1) conduct fire inspections of structures and fire protection systems with approved site plans and specifications and (2) conduct pre-fire incident surveys of all non-residential buildings.

**MINIMUM QUALIFICATIONS:**

**Education, Experience, and Training:** An Associate's Degree in Fire Science or Fire Technology, or a related field preferred ; three (3) or more years of experience in industrial fire inspections; or an equivalent amount of education, training, and experience.

**License and Certification:** Possession of a valid State of Illinois driver's license and a safe driving record is required. Must possess Office of Illinois State Marshal Certified Fire Inspector I, Office of Illinois State Marshal Certified Basic Fire Prevention Officer, and/or Office of Illinois State Marshal Certified Fire Prevention Officer; or an equivalent combination of certifications/licenses; or be able to obtain one of these certifications/licenses within the first six (6) months of employment.

**Knowledge, Skills, and Abilities:**

Considerable knowledge, skills, and abilities in the following:

- Federal, State, and Village Building, Fire, Zoning, and related Codes and Ordinances.
- Fire Codes, fire alarm systems, fire suppression systems, and any other required, or suggested fire protection systems.
- GIS, permitting software, electronic document software.
- Interpreting and working with technical sketches and construction plans.
- Effectively communicate both verbally and in writing.
- Use IPAD/laptop and computerized permit tracking along with Internet, Microsoft Word, Microsoft Excel, email, and GIS.

- Exercising judgment in evaluating situations and making sound decisions.

**HOURS OF WORK:** 40 Hours / Week

**STARTING WAGE:** \$38.34- \$52.15 (DOQ)

**OPENING DATE:** September 3, 2024

**CLOSING DATE:** Open Until Filled

**Additional Benefits:** Elk Grove offers a competitive benefits package, including health, dental, vision, and life insurance. This position also qualifies for an Illinois Municipal Retirement Fund (IMRF) pension.

**To Apply:** Click the blue "**Apply Now**" button at the top of the page. Complete the application and attach your resume, cover letter, and references as indicated. All other inquiries should be directed to the Office of Human Resources, 901 Wellington Avenue, Elk Grove Village, Illinois, 60007.

Email: [humanresources@elkgrove.org](mailto:humanresources@elkgrove.org);

Tel: 847-357-4020