

**City of Crystal Lake
Fire Inspector – Full Time
Fire Rescue Department**

Position Summary

Under the direction of the Bureau Chief of Fire Prevention, this individual is responsible for skilled fire prevention work that involves performing activities as part of a comprehensive Community Risk Reduction program.

Work includes the inspection and reinspection of all inspectable occupancies, inspection of new construction, plan reviews, participation in the investigation into the cause and origin of fires, and providing fire prevention education programs on behalf of the department. Work is performed with considerable latitude for independent judgment and action within the framework of existing rules and regulations.

Essential Job Functions

Some essential job functions include:

- Conduct inspections and re-inspections of commercial, industrial, educational, and institutional buildings, and all other inspectable occupancies, checking for compliance with adopted municipal and state codes as to life safety, fire hazards and fire protection equipment; secure compliance or institutes legal action to gain compliance, if necessary.
- As directed by the appropriate authority, conduct and assist in conducting investigations of fires.
- Investigate complaints of hazardous conditions; determine if hazard is present and initiate action to secure correction if required.
- Review plans of new building construction, additions, and alterations for items of concern to the fire department and participate in the field inspection of construction in progress; develops survey and site plans for strategic responses.
- Maintain the Fire Prevention Bureau's files and reports and may prepare statistical reports as needed.
- Schedule inspections and coordinator inspections with other departments.
- Participate in assigned training programs and maintain certifications through continuing education.
- Give lectures and demonstrations on fire prevention subjects and distribute educational material.
- Responsible in assisting the development and implementation of a variety of public education and volunteer programs for the Fire Rescue Department.
- May provide support to the Bureau Chief of Fire Prevention for coordinating special events, and implementing public information strategies to project a positive image of the Fire Rescue Department, and the City.

Qualifications

This position requires a combination of training and experience which provides the following minimum knowledge, abilities, and skills:

- High school diploma or equivalent, supplemented by at least two years of courses in fire prevention and related subjects, or any equivalent combination of training and experience which provides for the knowledge, abilities, and skills for the position;
- Certification as an NFPA Fire Inspector I or Office of the State Fire Marshal of Illinois Fire Prevention Officer I, or ICC Inspector I, NFPA Certified Fire Plan Examiner or ICC Certified Fire Sprinkler and Fire Alarms Plans Examiner (or the ability to obtain within 18 months), Fire Investigator certification, Public Fire and Life Safety Educator (or the ability to obtain within 18 months) and possession of a valid driver's license.
- Considerable knowledge of fire prevention technology and techniques, fire inspection methods including municipal, state, and federal regulations relating to fire prevention, construction methods with sources of and types of fire hazards and fire prevention devices and equipment, methods used to investigate the cause and origin of fires, fire suppression and fire detection systems, hazardous materials, water supply systems, buildings systems including heating, ventilating, electrical and cooking.
- The ability to recognize hazardous conditions, enforce codes and regulations firmly, tactfully, and impartially.
- The ability to read and interpret building construction plans and specifications and to recognize deviations from such plan in the construction process.

The successful candidate must possess excellent verbal and written communication skills and proven strong technical skills in various software applications including Microsoft Office Suite. The candidate must also have outstanding organizational and time management skills, and be detail oriented with multi-tasking capabilities in a fast-paced environment. Critical thinking and problem solving skills along with excellent customer service skills, including the ability to deal tactfully with the public and a high level of integrity in dealing with confidential and sensitive information is essential.

Supplemental Information

Starting salary range: \$33.19 to \$40.00 per hour DOQ with a competitive benefit package, including health and dental insurance.

Hours are generally 8:00 AM – 5:00 PM, Monday through Friday.

Offers of employment are subject to successful completion of background check and drug screen. Qualified individuals interested in being considered for the position should submit an employment application, available at www.crystallake.org and attach a letter of interest with resume.

This position will remain open until filled. Applications will be considered as received.

The City of Crystal Lake is an Equal Opportunity Employer