



# PT FIRE INSPECTOR/PREVENTION OFFICER JOB DESCRIPTION

January 2024

## JOB INFORMATION

Job Title:	PT Fire Inspector/Prevention Officer
Department:	Fire
Location:	City Hall, 209 N. York St. Elmhurst
Summary:	Performs inspection and investigative work in promoting fire safety and securing compliance with City and state fire prevention codes and regulations. Under the supervisor of the Fire Chief.

### Essential Functions

*This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factors such as regular attendance on the job are not routinely listed in the job descriptions but are an essential function. Essential duties and responsibilities **may** include, but not limited to:*

- Inspects commercial, industrial, and public assembly buildings for fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits, and general compliance with fire prevention codes, laws and regulations.
- Advises and instructs owners in the removal of fire hazards and makes recommendations for reducing potential hazards.
- Reports violations of fire safety regulations and established safety standards to appropriate owners and occupants and prepares written notices to follow up action.
- Participates in Citywide prevention programs by giving presentations at schools and at other group meetings. Additional public speaking may be required.
- Inspects the storage and use of explosives or inflammable materials.
- Determines if buildings meet fire regulations before business licenses are issued; prepares necessary records and reports; inspects new businesses and handles fire hazard complaints.
- Reviews and examines building plans for fire standards and fire systems.
- Inspects facilities for fire hose connections/fire hydrants and draws maps for fire suppression.
- Participates in fire drills and attends regular classes in firefighting, fire prevention, equipment maintenance and related subjects.
- Organizes own work, sets priorities, and meets critical deadlines; ensures that such deadlines are met by other staff.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

- Enforces fire codes and regulations related to protection systems.
- Establishes and maintains files and records on inspections and programs.
- Attends both internal and external meetings as required.
- Maintains knowledge in the field of fire prevention and life safety through participation in related professional training and meetings.

## QUALIFICATIONS

Education & Experience:	Associates degree in Fire Science or a related field; AND two (2) years of demonstrated fire prevention OR four (4) years of suppression experience; OR an equivalent combination of education, training and experience as determined by Human Resources.
Required Certificates, Licenses, and Registrations:	<p><i>Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.</i></p> <ul style="list-style-type: none"> <li>• Illinois driver's license.</li> <li>• Inspector 1 or Fire Prevention Officer</li> </ul>
Physical/Mental Requirements:	<p><i>Described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p>Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 25 pounds; vision to read printed materials and signs; and hearing and speech to communicate in person or over the telephone. Must be able to hear fire alarms, speakers, horns, and bells being tested; climb ladders and numerous flights of stairs to make required inspections; bend, stoop and crawl on job sites; move about construction sites safely.</p>
Working Environment:	Work is performed in an office setting. Duties involve performance on construction sites under inclement weather conditions.

### Required Knowledge

- Mechanical, chemical, and related characteristics of a wide variety of flammable, explosive and similar materials.
- Potential fire hazards.
- Fire prevention laws, ordinances, rules, and regulations.
- Principles and practices of fire safety and inspections.
- Standard office practices and procedures, including operation of standard office equipment.
- Standard record keeping principles and practices.
- Correct business English, including spelling, grammar, and punctuation.
- Techniques for working collaboratively with the public.
- Knowledge of Image Trend, Brycer, and other computer applications related to the work.
- Business and engineering mathematics.
- Correct business English, including spelling, grammar, and punctuation.

- Maintains knowledge of Fire prevention codes, ordinances, rules and regulations.

### Required Skills

- Recognizing and defining fire hazards and recommend effective remedial measures.
- Conducting harmonious discussions with property owners and the general public and persuading them of desired courses of action.
- Enforcing codes, ordinances and regulations with firmness, tact, and impartiality.
- Interpreting, applying, and explaining complex policies and procedures.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Analyzing and resolving administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational materials.
- Composing correspondence independently or from brief instructions.
- Organizing own work, setting priorities, and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### Salary & Benefits

- Grade: T2
- Salary: \$29,91-\$41.87
- FLSA Status: Non-Exempt; up to 19 hours per week.
- Benefits: Paid Time Off

### Safety Functions

- Becomes familiar with and observes all applicable safety and security policies and procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Obeys and adheres to all safety rules and work practices.

#### CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*