

CHAPTER THREE – JOB DESCRIPTIONS**3.10 FIRE AND LIFE SAFETY INSPECTOR**

Job Title: Fire Inspector
Job Code: 04-43
FLSA Status: Exempt – Salary

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is plan, organize and deliver a variety of fire prevention programs and activities for Channahon Fire Protection District. Work involves planning; organizing, and coordinating areas of fire protection plan review for new construction; inspection of existing properties for code compliance; development of ordinances, interpretations, and regulations of local fire and life safety practices. Responsibilities include serving as the program manager for code adoption and ordinance development, including providing technical advice to the Fire Chief, and Village's Code Enforcement Office relating to Fire Code interpretations, overseeing code revisions and the development of new code language, and providing technical advice to the Boards of Trustees and Village Council appeals board. Work is performed under the general direction of the Fire Chief.

ESSENTIAL FUNCTIONS:

- Identifies fire prevention issues affecting new business development, devises solutions, and produces appropriate policies and procedures;
- Plan review services and field inspections for fire protection equipment installations, code-required safety equipment, and hazardous materials installations and processes;
- Writes or oversees the development of new Fire Code language, code policies, regulations, and ordinances as well as interpretations to clarify Fire Code requirements;
- Provides technical assistance to the Fire Chief for various requests regarding fire prevention and code enforcement;
- Provides technical expertise to Appeals Board;
- Maintain occupancy files and inspection reports in electronic and paper form;
- Interpretation of fire reports to review events or trends and coordinate with the Life Safety Educator and Chief Administration to resolve or prevent issue;
- Assists villages in issuing permits, administering written exams for contractors, and providing staff support to various boards;
- Demonstrates continuous effort to improve inspections, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Assist with the management and maintenance of local pre-planning activities with operations staff;
- Implement and manage the engineering and enforcement community risk reduction elements within programming, education, inspection, and other related activities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and skills of:

- The International Fire Code, National Fire Code, respective Village and Fire Districts Fire Prevention Code, related laws and ordinances.
- Modern fire prevention practices.
- Legislation affecting fire code and fire prevention activities.
- Plan review and field inspection practices and principles.

- Handling citizen or business complaints using positive conflict resolution practices;
- Technology and equipment used to record inspections, violations, and occupancy data;
- Good physical condition – subject to medical evaluation.

Ability to:

- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with other Village and Fire District employees, outside agencies and jurisdictions, and the public.
- Communicate orally with customers, colleagues, or the public in face-to-face, one-on-one settings; in group settings; using a telephone, mobile communications, or electronic email correspondence.
- Observe or verify fire protection equipment for compliance with local and national standards.
- Interpret and apply job related information through various medias including plans, diagrams, or tables.
- Comprehend and make inferences from written material.
- Gather pertinent facts, make thorough analyses, and arrive at sound conclusions.
- Enter data or information into a terminal, PC, or mobile device.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Position may require the performance of other essential and marginal functions depending upon work location or assignment.
- Position may require the use of personal or Fire District vehicles on Fire District business. Individuals must be physically capable of operating the vehicles safely, possess a valid Illinois Driver's license and have an acceptable driving record.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of progressively responsible experience in a fire department in fire prevention programs and activities.

Desired Minimum Qualification:

- Illinois Certified Fire Prevention Officer I
- Illinois Certified Fire Prevention Officer II within one year of appointment.
- Illinois Certified Fire Officer I is desired.
- Illinois Certified Fire Investigator is desired.
- Illinois State Certified Firefighter III or equivalent.
- Certified Fire Protection Specialist by the National Fire Protection Association within one year of appointment.
- Graduation from an accredited college or university with major course work in fire science administration or a closely related field.
- Additional specialized training such as National Fire Academy coursework in fire prevention is desirable.
- Continuous education in fire prevention programs and activities.
- Training and experience may be substituted for academic degrees.
- *Additional as required*

Executed April 13, 2023