



VILLAGE OF HINSDALE POSITION DESCRIPTION

POSITION: Fire Inspector
DATE: October 14, 2024
DEPARTMENT: Fire
REPORTS TO: Fire Chief
PAY GRADE: Part-Time
FLSA STATUS: Non-Exempt
PAY RANGE: \$34.71 - \$45.98
STARTING PAY RATE: Dependent Upon Qualifications

Position Purpose:

Administers fire prevention activities for the Fire Department.

Supervision Exercised:

None

Job Duties:

Essential Functions:

1. Coordinates and performs fire and life safety inspections in all business, commercial, medical and educational buildings. Follows-up on inspections as required.
2. Prepares inspections reports and enters information into department database for follow-up and statistics. Prepares and submits other written reports as required.
3. Meets with Fire Department staff to discuss current fire prevention issues and identify and resolve problems. Makes recommendations on policies, procedures and programs.
4. Performs occupancy inspections and witness final acceptance test for various fire prevention systems to ensure systems were installed correctly and per code.
5. Participates in the plan review process with other Village departments.
6. Serves on the school district's crisis response team. Participates in the planning, education and training of the staff in response to a school crisis or emergency.
7. Witness fire drills at educational facilities, businesses and medical facilities.

8. Assists with the coordination of other Village departments, other local governments/organizations and outside agencies regarding fire department prevention activities.
9. Performs public relations and education activities such as conducting station tours, giving presentations and instruction on fire and safety procedures to schools, community groups and other interested parties.
10. Receives citizen complaints and requests. Responds to requests for information and assistance from citizens and outside agencies and organizations.
11. Assists with the development and administration of the Fire Department budget. Recommends budgetary adjustments as appropriate and necessary.
12. Assists with the development of the fire prevention program goals and objectives.
13. Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices. Report all accidents and injuries according to Village policy and procedure. Completes all accident and worker's compensation forms as required.

Marginal Functions:

- Other duties as assigned.

Environmental Factors:

The work environment includes an office setting, vehicle and the outdoors. The noise level in the office setting is usually quiet, moderate on apparatus floor and in vehicle and loud at emergency scenes. The incumbent may be subject to inclement weather conditions. The incumbent may occasionally work near moving parts, in high, precarious places and there is a risk of electric shock, fumes, airborne particles, toxic or caustic chemicals and vibrations.

Physical Requirements:

Regularly required to sit, stand, walk, use hands to finger, handle, or feel; reach with hands and arms and talk and hear. Occasionally required to stoop, kneel, crouch, climb, balance or crawl. May lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth and the ability to adjust focus.

Knowledge, Skills and Abilities:

1. Considerable knowledge of the principles and practices of modern fire department administration, fire science and investigation and fire prevention.
2. Considerable knowledge of federal, state and local laws and regulations pertaining to fire department administration, fire prevention and building codes.

3. Considerable knowledge of the geographic layout of the Village of Hinsdale and the surrounding area.
4. Considerable knowledge of the methods used to investigate the cause and origin of fires.
5. Knowledge of the principles and practices of construction.
6. Knowledge of municipal administration and organization.
7. Knowledge of installed fire protection and detection systems.
8. Frequent contact with other Village employees, other government agencies and the public; must be able to communicate verbally, make presentations and demonstrate good customer relations.
9. Ability to read and interpret building and construction plans and specifications and to recognize deviations from such plans in the construction process.
10. Frequently prepares written reports; must be able to communicate in writing.
11. Excellent file maintenance and organization skills required.
12. Ability to enforce codes with consistency.
13. Ability to handle multiple tasks simultaneously and in a timely manner.
14. Ability to learn, understand and adhere to all applicable safety precautions and procedures.

Position Requirements:

- Five years of experience/education in fire prevention or related field required.
- Valid IL Driver's License required.
- An associates or bachelor's degree from a recognized college or university in fire science or related field preferred.

Interested individuals please send resume <mailto:hr@villageofhinsdale.org>

Position open until filled.