



NORTH PALOS FIRE PROTECTION DISTRICT

Administrative Headquarters

10629 S Roberts Rd
Palos Hills, IL 60465-1935
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www.northpalosfire.org

The North Palos Fire Protection District is seeking a civilian part-time Fire Inspector. Hours for this position are flexible and not to exceed 19 hours per week. Starting salary is \$30-\$35 per hour based on qualifications. The Fire Inspector is assigned by the Fire Chief and is under the direct supervision of the Assistant Chief.

Responsibilities

- Reviews plans for new construction and fire protection systems to ensure compliance with fire codes and ordinances.
- Works with building inspectors to perform building pre-occupancy and occupancy inspections.
- Inspects commercial and multi-unit residential structure to detect and cause remedy of any fire and life safety hazards. This includes appropriate maintenance of any building fire suppression and detection systems.
- Recommends proper corrective action and cites any code or ordinance violations as necessary.
- Responds to complaints concerning fire code violations and diligently works to resolve.
- Collaborate with fire district personnel and other municipal officials and staff.
- Assimilates and records accurate information on all inspections and activities.
- Attends and participates in seminars, training classes, and special courses deemed necessary.

Requirements

- A high school diploma or GED equivalent.
- Valid driver's license.
- Fire Inspector I or II.
- OSFM Public School Inspection Class
- Strong knowledge of fire codes, building codes, and fire prevention practices.
- Proficiency in the use of computers.
- Able to handle situations firmly, courteously, tactfully, and impartially.
- Express oneself clearly and concisely, both orally and in writing.

Essential Physical Abilities

- Ability to perform physical tasks such as climbing, bending, and standing for prolonged periods during inspections.
- Comfortable working in various environments, including outdoor and indoor settings.

Position will be open until filled. Resumes will be reviewed as they are received. Please submit resume titled "fire Inspector" to admin@northpalosfire.org

Offer of employment is conditioned on successful completion of a physical exam, background check including reference checks, and drug/alcohol screening.

North Palos Fire Protection District is an Equal Opportunity Employer

Board of Trustees | Samir Khalil · Steven Good · Michael Lebarre
Board of Commissioners | Leo Miller · Gerald Sawyer · Richard Karl
Fire Chief | Steven J. Norvilas · *Assistant Chief* | Brian Hughes