



VILLAGE OF OAK PARK  
POSITION RECRUITMENT NOTIFICATION

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**Job Classification: Temporary Fire Inspector (part-time)**

<b>Department/Division</b>	Fire Department
<b>Employment Status:</b>	Part-time Temporary through 12/31/24
<b>Schedule:</b>	Up to 20 hours per week; Monday-Friday between the hours of 8:30am and 5:00pm
<b>Hourly Salary/Grade:</b>	\$32.18/hr.; Pay Grade 15-GS
<b>FLSA:</b>	Non-Exempt
<b>Union:</b>	N/A
<b>Employment Commission:</b>	N/A
<b>Deadline for Application:</b>	<b>Until position is filled</b>

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**POSITION SUMMARY:**

This position serves the public through enforcement of Village fire and life safety codes and ordinances; through inspections of residential, commercial and industrial properties; and provides consultation and information to residents, architects, attorneys, fire service personnel and builders regarding laws, rules, regulations and department policy relating to fire and life safety.

The successful candidate for this position will be detailed-oriented; have an aptitude for learning; and enjoy working in a team environment. To be considered for an interview, the candidate must have the proven ability to learn, interpret and apply Village of Oak Park Code of Ordinances as they apply to life safety and fire prevention. A minimum of two years of fire prevention or inspection experience is required. The selected candidate must ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture. The selected candidate must be able to travel from site to site in residential or commercial environments, work in inclement weather conditions and significant walking on a daily basis. May be required to occasionally use a ladder or inspect low areas.

**INSTRUCTIONS TO APPLICANTS:**

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=654524099>. For additional information on the position visit our website at <https://www.oak-park.us/your-government/human-resources-department>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



## FIRE INSPECTOR

**Department:** Fire

**FLSA:** Non-Union Non-exempt

**Pay Band:** 15-GS

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

This position serves the public through enforcement of Village fire and life safety codes and ordinances; through inspections of residential, commercial and industrial properties; and provides consultation and information to residents, architects, attorneys, fire service personnel and builders regarding laws, rules, regulations and department policy relating to fire and life safety.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Fire Marshal. This position has no supervisory responsibilities.

**EXAMPLES OF DUTIES** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential duties and responsibilities**

1. Responsible for understanding and applying Village of Oak Park Code of Ordinances and any adopted codes and ordinances as they apply to life safety and fire prevention.
2. Performs inspections and fire systems tests of new and existing buildings to ensure compliance with fire and life safety codes.
3. Reviews job site plans/drawings for any discrepancy or deviation from Village approved plans/drawings. Utilizes special tools, instruments, equipment, etc. as necessary in fulfilling job duties or assigned tasks, as directed.
4. Organizes daily work schedule, and completes designated or scheduled inspections and/or assignments, prior to end of work day.
5. Investigates complaints and performs inspections as required to promote safety and prevent fire hazards.
6. Responsible for contacting and notifying responsible parties involved, and assisting in resolving all code infractions to ensure compliance with codes and ordinances.
7. Provides technical assistance, correspondence, and/or notices, to the general public, Village



## FIRE INSPECTOR

personnel, property owners, and contractors.

8. Issues warning notices, tickets and citations as directed, involving violations of the Village of Oak Park Code of Ordinances, and/or other related Village adopted ordinances and codes.
9. Responsible for developing and presenting educational materials for community members and professionals regarding laws, rules, regulations and department policy relating to fire and life safety.
10. Respond when needed to emergency call-outs for inspections or condemnations.
11. Maintains documentation and appears in court as necessary.

### **Other important responsibilities and duties**

1. Attends educational courses and seminars as needed in order to maintain certifications and; performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Specific knowledge and familiarity of the 2018 International Fire Code
- General knowledge of the requirements and materials that relate to fire prevention codes, occupancies, egress and safety, and hazardous materials.
- General knowledge of the requirements for legal enforcement of Village of Oak Park Code of Ordinances.

#### **Ability to:**

- Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.
- Effectively enforce the Village of Oak Park Code of Ordinances and related adopted ordinances.
- Prepare written reports based on filed complaints and/or inspection results.
- Maintain files or records of general information, letters, memorandums, correspondence inspection reports.
- Investigate, locate, and detect code violations relating to property maintenance and licensing.
- Communicate and to establish and maintain working relations with residents, property owners, contractors, tradesmen and the general public in a professional manner.
- Analyze complex problems to arrive at recommendations.
- Communicate and to establish and maintain working relations with coworkers.



## FIRE INSPECTOR

- Work autonomously through the use of effective use of scheduling tools and the utilization of the Village's online permit portal system.
- Provide expert testimony in hearings, legal processes and in the court of law.
- Resolve complaints through sound decisions and the fair and applicable application of the appropriate codes and Village policies and procedures,
- Perform complex research and analyses.
- Use a computer to produce various reports, analysis and information in the form of graphs or any other visual format.
- Review conceptual and working architectural drawings and plan specifications for Historic Preservation compliance.
- Perform various reviews and evaluations to determine program compliance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance
- Work overtime as operations require

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment.

### **Experience and Training Guidelines**

**Experience:** A minimum of two years of fire prevention or inspection experience. Experience in a position involving customer service and customer complaint investigation skills.

**Training:** Associates Degree in fire science, building technology or closely related field.



## FIRE INSPECTOR

### **License or Certificate**

Certification in Fire Inspector I with the International Code Council, OSFM Inspector I or ability to obtain within one-year of date of hire.

Proficiency with current computer software systems, including email, calendar programs, job specific software, and customer service systems preferred or within the first six months of employment.

Possession of a valid Illinois driver's license, and reliable transportation.

### **WORKING CONDITIONS**

Travel from site to site in residential or commercial environment; work in inclement weather conditions; significant walking on a daily basis.

May be required to occasionally use a ladder or inspect low areas.

### **Diversity Equity & Inclusion Statement**

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.