



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
PART-TIME FIRE INSPECTOR**

EFFECTIVE DATE: July 21, 2021

DEPARTMENT: Fire	WORK LOCATION: Village Hall		FLSA STATUS: Non-Exempt
CLASS CODE: 1650	RANGE: 16	PENSION: IMRF <i>(if hours worked are expected to meet the annual hourly standard)</i>	UNION: NU
REPORTS TO: Chief Fire Inspector	LEVEL OF SUPERVISION RECEIVED: General Direction		LICENSE/CERTIFICATES: IL Class D driver's license or equivalent from another state. ONE OF THE FOLLOWING: OSFM Inspector I, NFPA Fire Inspector I, ICC Fire Inspector 2

SUMMARY:

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations regarding commercial and multi-family residential fire inspections. Inspects properties to verify compliance with adopted Fire and other codes.

Responds to and interacts with residents, businesses, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Conducts fire inspections of existing commercial/industrial structures, multi-family common areas, for compliance with adopted fire codes, resolves	Daily 80%

	compliance problems with owners within the employee's scope of knowledge and authority.	
2.	Responds to complaints and documents field conditions and/or violations of fire and other codes, communicates inspection results to property owners, tenants, businesses, etc.	Daily 15%
3.	Maintains a variety of logs and records related to inspection and enforcement activities, including computer data entry of inspection results.	Daily 20%
4.	Issues warnings and citations for fire code violations.	Weekly 10%
5.	Researches fire code requirements in adopted Village ordinances, NFPA, ICC and related documents when necessary.	Weekly 5%
6.	Makes suggestions for amendments and additions to codes or regulations, which relate to the position.	Monthly 5%
7.	Assists in obtaining, preparing and presenting exhibits, reports, or other evidence in court as required.	Monthly 5%
8.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all Village-wide and departmental safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Coordinates inspection efforts with members of the Fire Department, Code Enforcement, and others.
2.	Assists in training commercial occupants in fire prevention related matters.
3.	Performs other duties as required or assigned.
SUPERVISORY RESPONSIBILITIES: (Select one – required) <input checked="" type="checkbox"/> None required <input type="checkbox"/> Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. <i>(List specific responsibilities below)</i>	

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED) **Required**
- Two or more years of college coursework in related field **Preferred**
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Fire Science, Code Enforcement/Building Inspection or related field

OR

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Fire prevention inspections or a related field - Preferred

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Microsoft Office, Outlook, Sungard

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend...
- Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

WORKING KNOWLEDGE OF:

- The International Fire Code.
- Fire prevention inspection principles, practices and methods as applicable to a municipal setting.
- Applicable laws, standards and regulations relating to various public safety codes.
- Inspection techniques.

ABILITY TO:

- Prepare, organize and maintain inspection files, field data, reports and systems.
- Work well with the public, local business owners, tenants and to be able to act effectively in stressful situations.
- Analyze complex situations, problems and data and use sound judgment in drawing conclusions and making decisions.
- Comprehend and articulate complex facts and relationships in detail and summarize and write clearly, concisely and legibly and testify in court in an objective, concise and professional manner.
- Produce or obtain reports, graphs, charts, and/or photographs for evidence or exhibits.
- Follow verbal and written instructions.
- Respond to and interact with customers, employees and others within and outside the organization in a courteous and professional manner.
- Ability to use the following tools: Village vehicle, tape measure, cell phone, 2-way radio, ladder, flashlight, hard hat, computer, iPad, copy machine, fax machine, and telephone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	_____	<u> X </u>
Walks	_____	_____	_____	<u> X </u>
Sits	_____	_____	<u> X </u>	_____
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u> X </u>	_____
Reaches with hands and arms above shoulder	_____	_____	<u> X </u>	_____
Climbs or balances	_____	_____	<u> X </u>	_____
Twists or turns	_____	_____	<u> X </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	_____	_____	<u> X </u>
Pulls, pushes, or carries	_____	_____	<u> X </u>	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	_____	<u> X </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u> X </u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	<u> X </u>	_____
Lifts or move 10 to 20 pounds (light)	_____	_____	<u> X </u>	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u> X </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	_____	<u> X </u>	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

<input checked="" type="checkbox"/>	Absence of color blindness	
<input checked="" type="checkbox"/>	Corrected vision of...	20/40 or better
<input type="checkbox"/>	Uncorrected vision of...	

WORK ENVIRONMENT:

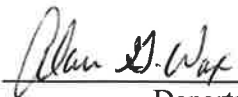
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.


(mark all 15 conditions)


Environmental Conditions	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	___	___	___	<u>X</u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	___	___	<u>X</u>	___
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	___	___	<u>X</u>	___
Works near moving mechanical parts	___	___	<u>X</u>	___
Works in high precarious places, underground, or confined spaces	___	<u>X</u>	___	___
Flying debris or airborne particles	___	<u>X</u>	___	___
Fire, smoke, fumes, gases, or noxious odors	___	<u>X</u>	___	___
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	___	<u>X</u>	___	___
Risk of electrical shock	___	<u>X</u>	___	___
Works with explosives or risk of radiation	___	<u>X</u>	___	___
Vibration	___	<u>X</u>	___	___
Extreme illumination	___	<u>X</u>	___	___
Low noise level (Normal voice tones)	___	___	___	<u>X</u>
Moderate noise level (Raised voice levels)	___	___	<u>X</u>	___
High noise level (Shouting/ear protection may be needed)	___	<u>X</u>	___	___

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:  Alan G. Way
Department Director

Reviewed Approval:  Don P. Mally
Human Resources Management Director

Approved:  Eric Taber
Village Manager

Effective Date: _____ Revision Date: _____