



VILLAGE OF HOFFMAN ESTATES POSITION DESCRIPTION

FIRE INSPECTOR

EFFECTIVE DATE: February 1, 2021

DEPARTMENT: Fire Department	WORK LOCATION: Village Hall/Fire Administration	FLSA STATUS: Non-Exempt
CLASS CODE: 3650	RANGE: 18	UNION: NU
REPORTS TO: Deputy Fire Chief – Administration	LEVEL OF SUPERVISION RECEIVED: General Direction	LICENSES/CERTIFICATES: IL Class D Driver’s License or equivalent from another state. Illinois Office of the State Fire Marshal Inspector I, and the ability to complete OSFM Basic Fire Prevention Officer coursework/obtain certification within 12 months of hire.

SUMMARY:

Performs a variety of administrative and advanced technical work-related to fire inspections, prevention, and public education. Inspects new and existing commercial and multi-family residential properties to ensure compliance with fire code.

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

JOB NO.	ESSENTIAL JOB FUNCTIONS	FREQUENCY
1.	Coordinates and conducts inspections of existing commercial/industrial structures, multi-family, recreational (carnivals), construction and remodeling sites for compliance with fire codes; resolves compliance problems with owners within the employee’s scope of knowledge and authority.	Daily 50%

2.	Coordinates and conducts the inspection of hydrants, sprinklers, hood and duct systems, standpipes and elements of all similar fire prevention or protection systems.	Daily 20%
3.	Monitors the installation and removal of underground storage tanks and installation of vapor recovery systems.	Weekly Less than 5%
4.	Reviews and approves construction and proposed site plans for code compliance, coordinates activities with other Village departments, developers, or other organizations, participates in site plan meetings.	Weekly 20%
5.	Coordinates and calculates water fire flows for building requirements.	Weekly Less than 5%
6.	Responds to complaints regarding fire code violations and fire hazards.	Daily 10%
7.	Issues warnings and citations for fire code violations.	Weekly Less than 5%
8.	Researches fire code requirements in Village ordinances, NFPA, BOCA and related documents when necessary.	Weekly 10%
9.	Maintains data and records regarding fire inspection and prevention activities; prepares a variety of reports regarding fire inspection and prevention as required.	Monthly 10%
10.	Participates in review process and makes recommendations for updating Village ordinances and codes when necessary.	Monthly 5%
11.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER JOB FUNCTIONS	
1.	Assists in training employees in fire prevention related matters.	
2.	Assists in developing plans for special assignments such as emergency preparedness, hazard communications, training programs, firefighting, hazardous materials, or emergency aid activities.	
3.	Follows Village-wide departmental safety rules and practices	
4.	Performs other duties as required or assigned.	

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. *(List specific responsibilities below)*

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)

Two or more years of college-level coursework in related field

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, Fire Prevention or related field

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

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, CommunityPlus

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.
- Effectively apply standard fire prevention techniques.
- 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.
- Ability to work at heights on a ladder.
- 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.
- Understand and follow verbal and written instructions.
- Respond to and interact with customer, 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, tablet, microfilm, copy machine, fax machine, telephone and digital camera.

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)*

Absence of color blindness

Corrected vision of...

Uncorrected vision of...

20/20

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.

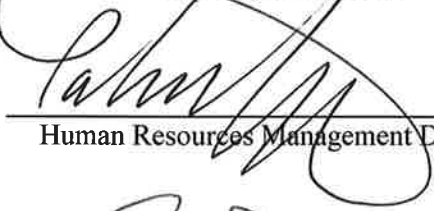
(mark all 15 conditions)


<u>Environmental Conditions</u>	----- 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: 
Department Director

Reviewed Approval: 
Human Resources Management Director

Approved: 
Village Manager

Effective Date: _____ Revision Date: _____