



**VILLAGE OF HOFFMAN ESTATES  
JOB DESCRIPTION  
CHIEF FIRE INSPECTOR**

*EFFECTIVE DATE: 02/01/2021*

<b>DEPARTMENT:</b> Fire	<b>WORK LOCATION:</b> Village Hall		<b>FLSA STATUS:</b> Exempt
<b>CLASS CODE:</b> 7455	<b>RANGE:</b> 19S	<b>PENSION:</b> IMRF	<b>UNION:</b> Non Union
<b>REPORTS TO:</b> Under general supervision of the Deputy Fire Chief - Administration	<b>LEVEL OF SUPERVISION RECEIVED:</b> General Supervision		<b>LICENSE/CERTIFICATES:</b> <u>Required:</u> Valid Class D Illinois Driver's License. Fire Prevention Officer OSFM. ICC Fire Inspector 2. Freedom of Information Officer.  <u>Preferred:</u> Fire Investigator.

**SUMMARY:**

The Chief Fire Inspector is responsible for professional and supervisory work coordinating fire inspections and related activities of the Fire Department. The Chief Fire Inspector shall lead the Fire Prevention Bureau and shall report directly to the Deputy Fire Chief of Administration or his/her designee.

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

<b>JOB NO.</b>	<b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b>	<b>FREQUENCY</b>
1.	Supervises, trains and evaluates Village fire inspectors, monitors productivity of inspectors, sets goals to meet the mission of the Fire Department and coordinates and participates in the work of the Fire Prevention Bureau.	Weekly 20%
2.	Conducts fire/life safety inspection of all possible occupancies for compliance with codes, including new construction inspections, remodeling, annual life safety and business license inspections. Resolves compliance issues with owners within scope of knowledge and authority. Oversees inspection work performed by other Village Fire Inspectors.	Daily 40%
3.	Reviews plans of construction for new and existing occupancies for compliance with building and fire codes; assists architects, engineers and contractors in meeting code requirements; conducts inspections and tests of fire suppression systems; reviews plans and oversees inspection of underground tanks.	Daily 20%
4.	Maintain a variety of logs and records related to inspection and enforcement activities (such as the annual inspection log); process incoming permit and plan review requests, prepare recommendations for amendments and additions to codes or regulations.	Daily 20%
5.	Acts as the FOIA Officer for the Fire Prevention Bureau and process Freedom of Information requests for such.	Weekly 10%
6.	Manages the Radio Fire Alarm Program.	Monthly 10%
7.	Investigates the cause and origin and circumstances of fire incidents occurring in the Village of Hoffman Estates; collects evidence; interviews witnesses and prepares reports.	Monthly 5%
8.	Directs public fire safety education programs; oversees the inspection of businesses, civic groups, etc., in the use of fire protective equipment, fire prevention practices and the proper action to be followed in the event of fire.	Weekly 15%
9.	Provides statistical data regarding future fire inspection requirements; conducts research and prepares reports on topics related to fire prevention; suggests improvements for staffing, organization, procedures and general operations of the Fire Prevention Bureau; assists in preparation of the Department's annual budget and CIP, keeps abreast of new trends or technology.	Monthly 20%
10.	Promotes and maintains positive community relations; maintains harmonious working relationships with supporting agencies.	Daily
11.	Ensures adherence of departmental policies, rules, regulations and ethical standards in the performance and conduct of assigned personnel.	Daily
12.	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

<b>JOB NO.</b>	<b>OTHER RELATED DUTIES</b>
1.	Attends meeting of Boards and Commissions, Chamber of Commerce and business groups as deemed necessary.
2.	Serves as a member of various fire service-related committees and groups.
3.	Serves as a member of various employee committees.
4.	Attends various conferences and training opportunities to remain abreast of industry changes/advancements.
5.	Follows Village-wide and departmental safety rules and practices.
6.	Performs other duties, tasks, and responsibilities as 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)**

- Supervises, trains and develops Fire Inspection staff.
- Issue daily assignments to inspectors.
- Oversees fire/life safety inspection of all possible occupancies for compliance with codes.
- Oversees the inspection of businesses, civic groups, etc.

**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 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 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

**Additional Experience (Select as appropriate)**

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

***Minimum 2 years - 3 years preferred.***

***Enter number of years required here***

**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)**

- Foreign language skills Ability to speak and/or read, write and comprehend... **Enter language here**
- A Plus  
Preferred  
Required

**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.

**PROFICIENCY IN:**

- Operating a personal computer in a network environment
- Working efficiently under pressure
- Multi – tasking
- Problem solving, evaluating, setting and maintaining priorities.
- Reviewing, auditing and goal setting

**WORKING KNOWLEDGE OF:**

- The International Fire Code.
- Code and 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.
- Training methods and techniques

**ABILITY TO:**

- Obtain online training and certification as Freedom of Information Officer within 6 months of hire.
- Manage the Fire Prevention Bureau and assigned personnel.
- Prepare, organize and maintain inspection field data, reports and systems.
- Establish and maintain effective working relationships with co-workers, supervisors, other Village employees, officials, business owners and the public.
- Prepare (and supervise the preparation of) clear, accurate and comprehensive reports and recommendations.
- 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, photographs for evidence or exhibits.
- Ability to work at heights on a ladder.
- 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.
- Communicate effectively verbally and in writing using the English language.
- Ability to use the following tools: Village vehicle, tape measure, cell phone, -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 or as otherwise specified by the Board of Fire and Police Commissioners, 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

X Corrected vision of...

\_\_\_\_\_ Uncorrected vision of...

<i>20/20</i>
<i>Enter specific vision requirement here</i>

**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>  <b>X</b>  </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	<u>  <b>X</b>  </u>	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____	<u>  <b>X</b>  </u>	_____	_____
Works near moving mechanical parts	_____	<u>  <b>X</b>  </u>	_____	_____
Works in high precarious places, underground, or confined spaces	_____	<u>  <b>X</b>  </u>	_____	_____
Flying debris or airborne particles	_____	<u>  <b>X</b>  </u>	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____	<u>  <b>X</b>  </u>	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____	<u>  <b>X</b>  </u>	_____	_____
Risk of electrical shock	_____	<u>  <b>X</b>  </u>	_____	_____
Works with explosives or risk of radiation	_____	<u>  <b>X</b>  </u>	_____	_____
Vibration	_____	<u>  <b>X</b>  </u>	_____	_____
Extreme illumination	_____	<u>  <b>X</b>  </u>	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u>  <b>X</b>  </u>
Moderate noise level (Raised voice levels)	_____	_____	<u>  <b>X</b>  </u>	_____
High noise level (Shouting/ear protection may be needed)	_____	<u>  <b>X</b>  </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: \_\_\_\_\_