

CAROL STREAM FIRE PROTECTION DISTRICT POSITION DESCRIPTION

POSITION: Fire Inspector

REPORTS TO: Fire Chief / Deputy Chief

PURPOSE OF POSITION:

The inspector will play a key role in the District's comprehensive fire prevention program, including public education, fire investigation, enforcement of codes and ordinances, pre-inspection plan reviews, issuance of permits, property inspections, built-in fire protection systems evaluation, training, and program analysis.

ESSENTIAL FUNCTIONS

Performs fire prevention of several types and develops analysis of fire hazards; makes recommendation for fire prevention and suppression systems.

Performs special fire prevention and suppression system inspections as necessary.

Uses iPad (or other portable computer) to enter inspection results and send emails from inspection sites; and uses District-issued iPhone for communications.

Investigates reported problems with fire alarm systems and related detection or extinguishing systems. Investigates and reports citizens' complaints on these system-related problems.

Assists in review of plans for fire alarm systems, automatic sprinkler systems, fire protection systems, and fire prevention code compliances in new and existing structures.

Conducts and/or assists in fire evacuation plans for office and commercial buildings.

Conducts and/or assists in public education programs offered to schools and to the general public regarding fire prevention and safety. Contributes to the development of such programs.

Attends and participates in seminars, training classes, association meetings, and special courses as deemed necessary or appropriate by the Fire Chief or Deputy Chief.

Enters computer data and has a good working knowledge of the District's computer system and programs.

Performs day-to-day clerical duties as necessary for record keeping of inspections, plan reviews or other duties.

Performs related duties as required by the Chief, Deputy Chief, and Battalion Chief.

Assists in the development of the District's master fire prevention policies and programs.

Assists in the review of fire prevention and life safety principles.

Assists in the delivery of in-house fire prevention training.

Assists in the development of pre-fire planning programs.

Performs staff functions at major fires and incidents, when requested.

MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE

High school diploma or equivalent

Possession of valid Illinois vehicle operators' license.

Background in fire prevention, building inspection, and/or firefighting or related areas.

Certification from the Illinois Office of the State Marshal as Fire Prevention Inspector/Officer I at the time of hire.

REQUIRED KNOWLEDGE AND SKILLS

Ability to communicate effectively verbally and in writing and to negotiate compliance with codes.

Ability to be tactful, courteous, and firm with builders, contractors, business owners, and the general public.

Ability to organize and schedule daily activities for effective time management.

Ability to write, speak, and listen effectively.

Thorough knowledge of fire prevention and inspection techniques. Ability to learn resources for applicable codes and standards so as to answer questions and effectively investigate and document code violations.

Knowledge of and ability to use basic office equipment, such as computer, iPad, iPhone, calculator, and copy machine.

Ability to maintain and update files and records.

Ability to learn, understand, and adhere to all applicable safety precautions and procedures.

Ability to present various fire prevention and public education programs to a variety of audiences.

PHYSICAL/ MENTAL REQUIREMENTS

Must have vision, with or without corrective lenses, sufficient to function effectively for fire inspections under poor lighting conditions; to review and/or modify written reports; to read and understand written instructions; to work on a computer, iPad, iPhone or other electronic device; and to operate a motor vehicle safely and effectively.

Must be able to hear sufficiently, with or without corrective devices, to receive and understand information and/or instructions under both stressful and non-stressful conditions. Hearing is necessary under conditions where there may be high level of background and other surrounding noise.

Must be able to speak and otherwise communicate clearly in direct conversations, by telephone and/or cell phone, and by radio in emergency and non-emergency situations.

Must be able to speak and otherwise communicate clearly with groups in training and public education sessions.

Must be able to climb into all areas of buildings to inspect. May need to get into tight areas.

Must be able to read and understand written instructions and labels effectively, in both stressful and non-stressful situations.

Must be able to drive an automobile safely and efficiently.

Must be able to analyze situations quickly, objectively, and efficiently and to make sound judgements based on that analysis.

Must be able to understand, interpret, and apply applicable rules, regulations, ordinances, statutes, and other legal requirements.

Must use sound judgement in determining when to initiate appropriate interpersonal and intra- and inter- agency communications.

Must be able to record information clearly and completely.

Must be able to write with writing implements and to use these to make simple drawings at fire investigations and inspection scenes.

Must have sufficient judgment and maturity to maintain confidentiality, and to handle stressful and non-stressful situations firmly, courteously, tactfully, and impartially.

Must have the mental facility to work independently and effectively without direct supervision.