

3.13 FIRE INSPECTORS Adopted 06-19-14

A. Nature of Work

Inspectors are responsible for promoting fire safety and securing compliance with fire protection standards, laws and ordinances.

Inspectors shall work under the direction of the Fire Marshal and shall be responsible for new construction, preliminary review and site plans, plan review, construction inspections, sprinkler review, fire alarm review, kitchen hood system review, extinguisher system review, storage tank review, under construction surveys, pre-plan coordination, annual review of existing structures, response to potential fire hazard problems and on occasion public education.

B. Illustrative Examples of Work

1. Manages and performs necessary procedures and/or steps with new construction and/or new occupancies.
2. Prepares necessary billing for new construction and/or new occupancies.
3. Develops new files as needed using computer program.
4. Prepares notices of liability for violators who fail to comply with the District's codes following the District's violations procedures.
5. Assists in seeking voluntary compliance from offenders concerning violations.
6. Coordinates with other inspecting agencies for joint inspections, pre-construction meetings and consultation.
7. Conducts on site inspections and/or compliance during construction.
8. Performs sprinkler reviews of new construction and/or remodeling.
9. Reviews codes and ordinances under the direction of the Fire Marshal and recommends any revisions or changes to the Fire Marshal.
10. Works in conjunction with the Fire Marshal in overseeing the day-to-day operations of the Bureau.
11. Evaluates, coordinates and implements evacuation procedures in new occupied public buildings such as schools, nursing homes, hotels/motels and hospitals.

12. Performs annual inspections of all structures in the District and issues notices of compliance and/or citations for violations of the District's fire code.
13. Prepares necessary records and reports.
14. Assists in implementing the Key Box program.
15. Performs additional duties as required by the Fire Chief.
16. The above list of duties is intended to be illustrative and not all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duties and responsibilities at its discretion.

C. Required Knowledge, Abilities and Skills

1. Knowledge of fire prevention codes, laws and ordinances, including the fire prevention codes of the State of Illinois and the International Fire Prevention Codes with the Lemont addendums.
2. Ability to communicate effectively, both orally and in writing
3. Knowledge of the fire prevention flow chart.
4. Ability to conduct harmonious and effective discussions with property owners and the general public and to persuade them to take desired courses of action.
5. Ability to recognize and define fire hazards and to recommend effective corrective measures.
6. Possess attention to detail and demonstrate the ability to work independently, with minimal supervision.
7. Must be able to work outdoors, and be willing to work occasional weekends.
8. Ability to perform moderately demanding physical work, such as: lifting objects weighing 20 – 80 pounds; working around hazardous materials; standing, climbing, walking, and sitting frequently; working in uncomfortable and sometimes hazardous areas due to dirt, drafts, fumes, noise, lighting, or temperature/weather extremes.

9. Must be familiar with and have knowledge in basic computer use skills and have familiarity with computer software programs such as Microsoft Word, Excel and Firehouse Software.
10. Knowledge of or ability to learn Firehouse software.

11. High school diploma or equivalent
12. OSFM Fire Prevention Officer I certification
13. Ability to attain additional certifications, as required
14. Minimum 3 year's experience in fire inspections
15. Valid Illinois Driver's License