

# North Maine Fire Protection District

9301 N. POTTER ROAD • DES PLAINES, ILLINOIS 60016 • PHONE: 847.297.5020 • FAX: 847.297.2853



Robert B. McKay  
CHIEF

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## Fire Inspector (Part-time)

The North Maine Fire Protection District is seeking to fill two (2) part-time Fire Inspector positions. This is classified as a civilian position who will work under the direct supervision of the Fire Chief. The person in this position will work an average of 12 to 20 hours per week (not to exceed 1000 hours per year) from Monday to Friday between 8:00 am to 5:00 pm.

### General Responsibilities:

Position will be responsible for performing a variety of routine and complex Fire Safety Inspections of existing commercial and multi-family dwellings in accordance with applicable District ordinances, National Fire Protection Association (NFPA), and International Code Council (ICC) fire codes. Essential duties include performing plan reviews, responding to complaints, documenting field inspection findings and violations of fire and other related codes, the ability to communicate inspection results to property owners, tenants, and other stakeholders. Issue warnings and citations for fire code violations; and make suggestions for amendment and additions to codes as needed. The person in this position will be expected to operate and properly maintain tools and equipment needed while performing the essential functions of this job, to include any other assigned work related tasks.

### Position Requirements:

The Successful candidate must possess a high school diploma or a GED and a minimum of State of Illinois Fire Prevention Officer 1, with at least five (5) years of general fire service experience. The successful candidate must have knowledge of NFPA, ICC fire codes, and applicable laws, standards and regulations related to Public Safety. Experience using Microsoft Office Suite products and Firehouse is preferred, to include a valid Class D driver's license. The candidate must have one of the following certifications: NFPA Fire Inspector I, or ICC Fire Inspector I, or NFPA Fire Prevention I, or the ability to obtain one of the certifications. The Candidate must successfully complete the NFPA Certified Fire Plan Examiner (CFPE) program within the first year of employment. State of Illinois Certified Fire Investigator and School Inspector are both highly desirable.

Essential position requirements include working knowledge of Fire prevention inspection principles, practices, and methods as applicable to a municipal government; ability to thoroughly conduct life safety inspections, organize and maintain inspection files, field data, reports, graphs, charts and photographs. The candidate must be able to communicate effectively, orally and in writing; ability to prioritize, organize and complete required duties in a timely and accurate manner. Individual must be able to communicate and coordinate with others effectively. The ability to work well with the public, local business owners and tenants is essential while maintaining composure during stressful situations.

### Starting Salary:

The wage is \$21.38 per hour, there are no other fringe benefits associated with this position.

### Selection Process:

Conditional offer of employment will be contingent on the candidate successfully completing a drug and alcohol screening, and background investigation. Interested candidates should apply with a resume and cover letter. Please submit all documents electronically to: Fire Chief Robert McKay [rmckay@nmfpd.org](mailto:rmckay@nmfpd.org) **An initial review of resumes and cover letters will occur on October 11, 2017. Paper submissions will not be accepted.**

*The North Maine Fire Department is an Equal Opportunity Employer*