

**VILLAGE OF BERKELEY
FIRE INSPECTOR**

Department: Fire Department

GENERAL PURPOSE

The purpose of the Fire Inspector is to perform fire inspections and enforce all Village codes, ordinances and standards relating to fire and life safety for all structures within the Village of Berkeley. Duties include but are not limited to plan reviews, systems tests, inspections, fire prevention activities, administrative duties, and training and education on fire and life safety procedures.

This position works closely with the Building Department for the issuance of business licenses, pre-sale property transfers, code enforcement compliance, and construction plan review.

Good communication skills are essential as this position requires frequent contact with the public, staff, and Village officials.

SUPERVISION RECEIVED

Reports to the Fire Chief.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Review and approve or reject construction plans. Recommend revisions to achieve code compliance. Coordinate the sprinkler and alarm review process with outside contractors as necessary.

Communicate and enforce all Villages ordinances regarding fire alarms and fire sprinklers.

Inspect existing businesses, construction and remodel sites for compliance with fire codes. Resolve compliance issues with owners within scope of knowledge and authority.

Ensure all businesses and apartments with alarms and sprinkler systems are inspected yearly and all buildings with alarms have Knox boxes.

Inspect new businesses and apartments when there is a change of occupancy as a part of the Village's pre-sale ordinance.

Inspect all Village facilities on a monthly basis.

Investigate complaints received and determine whether a fire hazard exists. Recognize and take action to correct hazardous conditions which present an immediate danger to life. Follow up through the appropriate legal channels necessary to secure compliance.

Conduct voluntary home safety inspections.

Assist in the investigation of fire incidents.

Prepare and distribute public education on fire prevention. Public education may include giving talks, demonstrations, and presentations before community groups, schools, and other organizations and institutions.

Assist with coordinating Fire Prevention Week and the Fire Department Open House.

Respond to calls when not performing Fire Inspector duties.

Assist in Fire Department administrative activities as assigned. Instruct training or classes as assigned.

Maintain data and records regarding fire inspection and prevention activities. Prepare reports of fire inspection and prevention activities as required.

Follow all Village practices, policies, and procedures including all policies specifically addressing employee and public safety within the Village of Berkeley.

Perform other duties as required or assigned.

DESIRED MINIMUM QUALIFICATIONS

High school graduate or GED equivalent; minimum of three years of experience in fire prevention and/or fire suppression related work; additional fire prevention training and experience is preferred. Internal candidates must have three years of experience as a Berkeley firefighter.

Fire Inspector 1 certification from the International Code Council or National Fire Protection Association.

Fire Prevention Officer 1 certification from the Illinois Office of State Fire Marshall (preferred).

Ability to apply standard fire prevention techniques.

Working knowledge of computers and electronic data processing, modern office practices and procedures, and code interpretation.

Excellent oral and written communication skills and the ability to work independently.

Ability to establish successful working relationships with residents, elected officials, contractors, businesses and staff.

SPECIAL REQUIREMENTS

Possession of a valid Illinois Driver's License.

TOOLS AND EQUIPMENT USED

Use of computer, cell phone, calculator, phone, fax machine, copy machine, small repairs tools (hammer, screwdriver, crow bar, tape measure, utility knife, etc.), pitot gauge, hydrant wench, measuring wheel and motor vehicle.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to talk, hear, smell, stand, walk, sit, climb, balance, stoop, kneel, crawl and crouch while making field inspections of work in progress.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and slippery surfaces, humid conditions, and extreme cold and heat.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, oral interview, reference check, criminal background check, drug testing, physical examination and other job-related tests may be required for this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date:

Revision History: