

The Village of Buffalo Grove and its fire department are seeking a part-time Fire Inspector.

The Village of Buffalo Grove is located thirty-three miles northwest of downtown Chicago and twenty miles north of O'Hare International Airport. Neighboring communities include Arlington Heights, Lincolnshire, Long Grove, Riverwoods, Vernon Hills, and Wheeling. Since its incorporation in 1958, Buffalo Grove has grown and developed into a tightly knit, award-winning community. The Village's current population is 43,212. Buffalo Grove has been recognized as one of the safest communities in the United States, the most family-friendly community in Illinois, one of the best Chicago suburbs for young professionals and one of the Best Places to Live.

Under the direct supervision of the Fire Chief and Deputy Fire Chief, this position will be responsible for conducting thorough and professional inspections of buildings, structures, facilities, sites, and/or suppression systems located within the jurisdiction of the Village of Buffalo Grove.

Work hours will be daytime during the work week with the possibility of an occasional evening or weekend event. On average, this position will work 16 per week, but may include periods of increase workloads, not to exceed 999 hours in a year.

## Examples of Duties

Example of duties include:

- Inspections of buildings during various phases of construction, alteration, and repair.
- Inspections of public and private buildings to enforce fire codes; working with the owner/occupant to achieve compliance with applicable codes will be required on an as needed basis.
- Experience in interpreting, applying, and enforcing fire prevention codes.
- Thorough working knowledge of the various types of automatic extinguishing and alarm systems.
- Ability and knowledge to interface with specialized equipment and systems.
- Performs a variety of administrative assignments in response to requests from management.
- Attends and participates in meetings, training sessions and conferences to stay current on new trends and innovations in fire prevention.
- Enter and maintain records in record management system.

## Typical Qualifications

Fire Code Inspection personnel must possess strong verbal, written and electronic record keeping skills; display the ability to cooperate with and coordinate activities with internal and external agencies assisting in the matters related to building code, fire code, and life safety code compliance issues; identify fire code related violations, deficiencies, or discrepancies in design, installation, or existing conditions at the time of inspection; and create a written and/or electronic record detailing the issues found at the time of inspection and documentation of all actions necessary to gain compliance.

Qualified applicants must possess a valid driver's license, five (5) years' experience in a Fire Department and one, or more, of the following: Illinois Office of the State Fire Marshal, Fire Prevention Officer I certification or ICC Inspector 1 and 2 certification or NFPA Inspector 1 and 2 certifications. Graduation

from high school and considerable experience in the building trades and firefighting or any equivalent combination of training and experience is required.

## Supplemental Information

Interested applicants should apply online at:

<https://www.governmentjobs.com/careers/buffalogrove/jobs/4409030/part-time-fire-inspector?pagetype=jobOpportunitiesJobs>

In addition to completing the online application, applicants must attach a cover letter and resume to their application. Applications without a resume and cover letter will not be considered. Emailed, faxed, mailed, or hand delivered applications will not be accepted. This position is open until filled with initial review of applications on or about March 25, 2024.

Any questions regarding the position can be directed to Fire Chief Mike Baker at [wbaker@vbg.org](mailto:wbaker@vbg.org).

The Village of Buffalo Grove is an equal opportunity employer.