



# City of Elmhurst

## Employment Opportunity

### FIRE PREVENTION OFFICER

#### Position Summary

Under general supervision, performs responsible inspection and investigative work in promoting fire safety and securing compliance with City and state fire prevention codes and regulations. Essential duties and responsibilities may include, but are not limited to, the following:

- Inspects commercial, industrial, and public assembly buildings for fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits, and general compliance with fire prevention codes, laws and regulations.
- Advises and instructs owners in the removal of fire hazards and makes recommendations for reducing potential hazards.
- Reports violations of fire safety regulations and established safety standards to appropriate owners and occupants and prepares written notices to follow up action.
- Participates in Citywide prevention programs by giving presentations at schools and at other group meetings.
- Inspects the storage and use of explosives or inflammable materials.
- Determines if buildings meet fire regulations before business licenses are issued; prepares necessary records and reports; inspects new businesses and handles fire hazard complaints.
- Reviews and examines building plans for fire standards and fire systems.
- Inspects facilities for fire hose connects and fire hydrants, and draws maps for fire suppression.
- Participates in fire drills and attends regular classes in fire fighting, fire prevention, equipment maintenance and related subjects.
- Organizes own work, sets priorities and meets critical deadlines; ensures that such deadlines are met by other staff.
- Operates standard office equipment, including word processors, computers, facsimile equipment and central telephones; may operate microfilm, radio, telephone and other departmental-specific equipment after training.

#### Qualifications

Associate's degree in Fire Science or its experience equivalent or a closely related field; AND two years of demonstrated fire prevention or four years of suppression experience; OR an equivalent combination of education, training and experience as determined by Human Resources. International Fire Code certification preferred.

This is a permanent, part-time position working up to 29 hours per week. The work schedule will be determined by the needs of the position and at the direction of the Fire Chief. Salary: \$27.19 to \$40.78/hour.

Interested candidates should submit a resume and cover letter at [Elmhurst.org/jobs](http://Elmhurst.org/jobs). This position will remain open until filled. To view the job description, [click here](#).

***The City of Elmhurst is an Equal Opportunity Employer***