

- POSITION ANNOUNCEMENT -

FIRE PREVENTION COORDINATOR – FIRE DEPARTMENT (PART-TIME)

The Village of La Grange Park (population 13,579) seeks a Fire Prevention Coordinator for the Fire Department. This person will report directly to the Fire Chief, and will be responsible for various projects and assignments related to the operation of the Division of Fire Prevention of a municipal fire department.

This position serves the public through enforcement of Village fire and life safety codes and ordinances through inspections of residential, commercial and industrial properties; and provides consultation and information to residents, architects, attorneys, fire service personnel and builders regarding laws, rules, regulations and department policy relating to fire and life safety.

Additionally, this position has the responsibility of both conducting and maintaining activities of the Division of Fire Prevention, including maintaining records, reports, scheduling, information systems, etc.

This position requires State of Illinois Certification as a Fire Prevention Officer, or an acceptable equivalent of certifications, coursework and knowledge related to fire prevention, public education, and fire protections systems. A minimum of two years of fire prevention or inspection experience is necessary.

Applicants must be well organized, have excellent public relations skills, good written communication skills, and have the ability to productively work with little supervision. Candidates must possess and maintain a valid Illinois Driver's License, and are subject to pre-employment testing and a background investigation. Honesty and integrity is critical.

Most work hours can be scheduled weekdays, but flexibility will be required to accomplish specific tasks, or participate in some events, outside of these hours. The position will be scheduled for 15-20 hours per week. The salary range for this position is \$20.45 - \$28.69 per hour.

A cover letter, brief but current resume, and a completed employment application must be submitted for consideration. Employment applications are available at the La Grange Park Village Hall, or online at www.lagrangepark.org. Application materials shall be submitted by U.S. Mail (or dropped off), no later than **5:00 pm on July 31, 2019** to:

**Human Resources
Village of La Grange Park
447 N. Catherine Avenue
La Grange Park, IL 60526**

Electronic submittals will not be accepted.

The Village of La Grange Park is an equal opportunity employer.