



POSITION ANNOUNCEMENT

Fire Safety Inspector (Part-time)

The Village of Wilmette is seeking to fill the part-time Fire Safety Inspector position in the Fire Department. This is classified as a civilian position who will work under the direct supervision of the Deputy Chief of Administration. The person in this position will work a flexible schedule at an average of 20 to 25 hours per week 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 Village 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 ensure compliance 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 will be a high school graduate with at least five years of experience in fire prevention inspections or conducting inspections in a related field. The successful candidate must have knowledge of NFPA, ICC fire codes, and applicable laws, standards and regulations related to fire and life safety. Experience using Microsoft Office Suite products, Munis and ESOis preferred. Candidate must possess a valid Class D driver's license. The candidate must have one of the following certifications: ICC Fire Inspector I, or OFSM Fire Inspector I, Second level certification and plan review certification preferred.

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, 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, tenants is essential while maintaining composure during stressful situations.

Compensation & Benefits:

The pay range is \$31.34-\$41.60 per hour depending on experience, this position will participate in the Illinois Municipal Retirement Fund (IMRF).

Selection Process:

Conditional offer of employment will be contingent on the candidate successfully completing a pre-employment physical examination, drug and alcohol screening, background investigation and a driver's license records check with the Secretary of State's Office.

How to Apply

Interested candidates are encouraged to submit an online employment application on the Village's Self-Service Employment Opportunities webpage at <https://wilmette.munisselfservice.com/ess> and attach a cover letter and resume. Paper submissions will not be accepted. This position remains open until filled.

The Village of Wilmette is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity, Equity, and Inclusion are critical to the Village's success. The Village seeks to recruit the most talented individuals from a diverse candidate pool and strongly encourages applications to be submitted from all genders, all races, all sexual orientations, people with disabilities, and Military Veterans.