

# **Sugar Grove Fire Protection District**

## **Part-Time Fire Inspector**

Submit a Cover letter and Resume to the Sugar Grove Fire Protection District, Station #1  
25 S. Municipal Dr., Sugar Grove, IL 60554 by June 10, 2024.

### **Position Summary:**

Inspects and monitors existing structures, fire equipment, and grounds for fire hazards or inadequate fire protection; insures compliance with all local, state, and federal fire codes; reviews basic construction plans of existing buildings' fire and life safety, design elements, and code compliance, assists as directed with investigations and evaluations of fire loss incidents, assists with the development of procedural descriptions and pass out material and performs other duties as assigned. Performs inspections of fire protection systems, including sprinklers, fire alarms, kitchen hoods, and special suppression systems. Performs public education activities, including but not limited to, station tours, fire drills, and business or homeowner groups.

### **Supervision Received and Exercised:**

Under general supervision of the Sugar Grove Fire Marshal.

### **Examples Of Duties:**

Essential duties and responsibilities include, but are not limited to, the following:

#### **Essential Duties:**

- Inspects existing buildings for fire hazards and fire code violations; make reports and recommend corrective measures; re-inspect to ensure violations are corrected. Prepares reports of such inspections, and notices of violation and follows through in conformity with currently applicable procedures to assure compliance. Recommends policy and procedure improvements to enhance program objectives.
- Inspects special installations which could present a hazard, i.e. underground gasoline tanks and above-ground storage tanks, and kitchen suppression systems. Prepares all relevant documentation needed to authorize and later evaluate such installations.
- Investigates false alarms and citizen complaints.
- Receives, records, and investigates complaints of fire hazards, prepares a report (written and graphic) of fire hazards present, and follows through to assure hazard abatement per District policy.
- At the direction of the Fire Marshal may assist line personnel at the scene of an incident in non-firefighting roles, including, but not limited to, as a liaison to the occupant or owner of a property.
- In the absence of the Fire Marshal conducts new construction docket reviews and inspections, and other administrative responsibilities under the direction of the Fire Chief.
- Performs fire system inspections including sprinkler, fire alarm, kitchen hood suppression and special suppression systems.
- Performs other duties as required or assigned.

**Minimum Requirements:****License and/or Certification:**

- State of Illinois Class D Driver's license,
- International Code Council (ICC) Fire Inspector I, or NFPA Certified Fire Inspector I
- International Code Council (ICC) Fire Inspector II, or NFPA Certified Fire Inspector II
- OSFM Inspector I and Inspector II

**Preferred Qualifications:**

- ICC Fire Plans Examiner or NFPA Plans Examiner

**Skills, Knowledge, and Abilities:**

- Extensive knowledge of structural features contributing to or detracting from the fire defense of buildings.
- Knowledge of fire detection and abatement systems including smoke detectors, sprinkler systems, and spacing and access elements of components of such systems.
- Thorough knowledge of fire and hazard codes and formats minimally including the *International Fire Codes (IFC)* and *NFPA 101 The Life Safety Code*.
- Ability to determine what constitutes hazardous and dangerous conditions.
- Ability to enforce regulations with firmness and tact.
- Ability to read basic blueprints to check *existing* fire suppression and detection requirements.
- Ability to keep operational records and written reports.
- Ability to establish and maintain satisfactory working relationships with Village and building officials, other employees, and the public.

**Education and Experience:**

- High School Diploma or GED. Min 3 years of recent experience in the field of code compliance directly related to fire prevention systems and codes.

**Working Conditions:**

Normal conditions associated with a general office environment, and performing field work involving walking through commercial, industrial, retail, governmental, and residential properties. Occasionally investigations may require work in the field with exposure to all weather and temperature conditions and potential exposure to hazardous conditions, including smoke, chemicals, fire, bloodborne pathogens, and other infectious materials in the course of their duties. May be required to wear appropriate Personal Protective Equipment (PPE). Hours of work are flexible to ensure timely service delivery of inspections and investigations during non-traditional business hours, including but not limited to early morning or evening inspections or weekends, occasional inspections, and special details on holidays.

**Pay: \$20 -\$25 per hour based on qualifications**