

VILLAGE OF SKOKIE, ILLINOIS

EMPLOYMENT OPPORTUNITY

Medical Insurance
Dental Insurance
IMRF Retirement Benefits
Social Security Retirement Benefits

Vacation & Sick Leave
Credit Union
Deferred Compensation Plan
Group Life Insurance

Notice of Accepting Applications for the Position of:

FIRE PREVENTION SPECIALIST (Inspector / Public Educator) - Full Time

Annualized
Salary Range:

The salary range for this position is \$73,792 - \$94,180. The annualized starting salary range is \$73,792 - \$81,356 (DOQ)

Brief Description
of Duties:

Performs essential tasks related to Community Risk Reduction & facilitates the Fire Department Public Education program; Enforces adopted fire and life-safety codes; Inspects and reviews adequacy and effectiveness of fire protection equipment and systems in new and existing construction, ensuring life safety requirements are met; Inspects existing and new commercial development and construction for applicable code compliance and conducts final fire safety Certificate of Occupancy inspections; Conducts final fire prevention system tests for newly installed systems; Reviews architectural drawings for fire prevention system (alarm systems, sprinkler systems, etc.) installation and recommends necessary system upgrades; Observes underground chemical and petroleum storage tank removal and installation; Creates and facilitates fire prevention and public education programs; Attends community events and presents educational programs to the citizens and businesses of Skokie, for all age groups; Assists with enhancements to all aspects of the Community Risk Reduction program.

Required
Education,
Training, and
Experience:

National Fire Protection Association (NFPA) Fire Inspector Level 1 designation and/or ICC equivalent required; Extensive knowledge and understanding of the codes and ordinances pertaining to the National Fire Protection Association (NFPA), Life Safety Code, International Fire Code (IFC), International Building Code (IBC), other ICC codes, and the Village of Skokie. College-level coursework in fire protection and code enforcement preferred; Must hold current certification for the following, or be able to attain within 18 months of employment: Illinois Fire Inspectors Fire Prevention Officer, Fire & Life Safety Educator, and Youth Firesetter Interventionist; Excellent verbal and written communication skills; Must be able to speak, write, and understand the English language; Bi-lingual skills helpful, but not required; Must be comfortable using all Microsoft Suite software applications as well as general office equipment; Ability to follow all Village of Skokie safety rules and regulations and Fire Department safety guidelines; Valid Driver's License required.

Application
Process:

To be considered for this position, please submit a Letter of Interest and resumé, including three professional references, by August 26, 2022 to: Village of Skokie Human Resources Office, 5127 Oakton St., Skokie, IL 60077, or email to Human.Resources@skokie.org. Faxes are not accepted.

APPLICATION DEADLINE: Friday, August 26, 2022

The Village of Skokie is an Equal Opportunity Employer

Revised: April 2022

JOB IDENTIFICATION

Position Title:	FIRE PREVENTION SPECIALIST (Inspector / Public Educator)
Salary Range:	A 230
FLSA:	Non-exempt
Department:	Fire
Division:	Fire Prevention
Reports to:	Fire Captain
Supervises:	None

JOB PURPOSE

Performs essential tasks related to Community Risk Reduction. Facilitates the Fire Department Public Education Program to provide outreach to the entire community. Enforces adopted fire and life-safety codes. Inspects and reviews adequacy and effectiveness of fire protection equipment and systems in new and existing construction; ensuring life safety requirements are met.

ESSENTIAL JOB FUNCTIONS

- Inspects existing and new commercial development and construction for applicable code compliance
- Conducts ongoing annual and various high-risk occupancy fire-inspections
- Conducts final fire safety Certificate of Occupancy inspections
- Conducts final fire prevention system tests for newly installed systems
- Creates and facilitates fire prevention and public education programs
- Presents educational programs to the citizens and businesses of Skokie (all age groups)
- Assists with enhancements to all aspects of the Community Risk Reduction program
- Reviews architectural drawings for fire prevention system (alarm systems, sprinkler systems, etc.) installation and recommends necessary system upgrades

- Reviews hydraulic calculations for accuracy and completeness
- Witnesses hydrant flow and hydrostatic testing

OTHER RESPONSIBILITIES

- Maintains familiarity with new and/or amended Village codes and ordinances
- Witnesses underground chemical and petroleum storage tank removal and installation
- Performs other duties as required or assigned

KNOWLEDGE / SKILLS / ABILITIES

- Excellent verbal and written communication skills; Must be able to speak, write, and understand the English language; Bi-lingual skills helpful, but not required
- Demonstrated ability to foster and maintain positive professional relationships with colleagues, co-workers, developers, and members of the business and residential communities
- Extensive knowledge and understanding of the codes and ordinances pertaining to the Village of Skokie, National Fire Protection Association (NFPA), Life Safety Code, International Fire Code (IFC), International Building Code (IBC), and other ICC codes
- Sound understanding of architectural drawings and essential mathematical calculations
- Technical understanding of fire prevention system operation and installation
- Responsible for ensuring compliance with fire and life safety requirements
- Must have excellent time-management and organizational skills
- Responsible for coordinating inspection schedules
- Must be comfortable using all Microsoft Suite software applications as well as general office equipment
- Ability to follow all Village of Skokie safety rules and regulations and Fire Department safety guidelines

EDUCATION / TRAINING / EXPERIENCE

- National Fire Protection Association (NFPA) Fire Inspector Level 1 designation and/or ICC equivalent required

- Certified Illinois Fire Inspectors Fire Prevention Officer designation preferred, or be able to attain within 18 months of employment
- Certified Fire & Life Safety Educator designation preferred, or be able to attain within 18 months of employment
- Certified Youth Firesetter Interventionist designation preferred, or able to attain within 18 months of employment
- Proven comprehensive fire prevention experience or equivalent experience required
- College-level coursework in fire protection and code enforcement preferred
- Certified National Fire Protection Association (NFPA) and / or International Code Council (ICC) Fire Plan Examiner to include Life-safety / Fire Alarm / Sprinkler System Plan review designation is beneficial
- ImageTrend Record Management System (RMS) with Inspection Module knowledge preferred
- Computer generated pre-plan drawing experience desired
- Civic Plus Integrated Technology Platform experience desired
- Use of social media and Press release experience desired

OTHER NECESSARY REQUIREMENTS / LICENSES

- Valid Driver's License

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The duties performed by this position are representative of light work with occasional exertion of 20 pounds of force and/or up to 10 pounds of force frequently. The work is split between office and fieldwork environments. Such outside environments may include high decibel noise, changes in environmental temperature and protection, and hazardous work environments involving gaseous fumes, moving mechanical parts, and work conditions involving various levels of light. May be subject to frequent interruptions from telephone callers while in the office.

While performing the duties of this position, the employee is frequently required to sit, stand, stoop, climb, crouch, kneel, use office and small technical equipment, read written reports, and do calculations, depending upon the work situation. Visual and audible acuity is essential. The employee is frequently required to be outside of the office and operate a motor vehicle to perform essential work functions.