



Bedford Park Fire Department

Teamwork • Integrity • Professionalism • Service



Village of Bedford Park Fire Department
6820 S. Archer Rd.
Bedford Park IL, 60501
(708) 563-4510

NOW ACCEPTING APPLICATIONS FOR THE POSITION OF: FIRE INSPECTOR

Interviews will be conducted as applications are received. This position will remain open until filled.

JOB SUMMARY:

The Fire Inspector is a non-sworn, professional position responsible for managing a comprehensive fire prevention program across the Village. Key responsibilities include conducting fire inspections, implementing public education initiatives, and fire investigations. The Fire Inspector ensures the effective enforcement of Village fire safety codes and ordinances through inspections of residential, commercial, and industrial properties.

This position requires a high level of self-discipline, strong organizational skills, and the ability to handle complex situations with quick, effective problem-solving. The Fire Inspector must demonstrate excellent verbal and written communication skills, including the provision of expert testimony in legal proceedings. The role requires the ability to work independently while managing multiple tasks and responsibilities.

In addition, the Fire Inspector may be required to perform inspections or fulfill other duties outside of regular business hours as needed to meet the demands of the position.

JOB DUTIES:

1. **Code Application and Enforcement:** Understands and applies the Village's code of ordinances, including any adopted fire and life safety codes, ensuring full compliance in all inspections and enforcement actions.
2. **Fire Inspections and Systems Testing:** Conducts fire inspections and testing of fire systems in both new and existing buildings to ensure compliance with fire safety regulations and life safety codes.
3. **Coordinates Fire Prevention, Public Education, and Fire Investigation Programs:** Coordinates and integrates the fire prevention, public education, and fire investigation initiatives to create a cohesive and effective Community Risk Reduction Program.
4. **Work Schedule and Task Management:** Manages daily, weekly, and monthly work schedules, ensuring timely completion of all scheduled inspections and assignments.
5. **Safety Inspections and Code Enforcement:** Investigates complaints, performs inspections, and identifies fire hazards to promote safety. Contacts responsible parties and assists in resolving code infractions, ensuring adherence to fire safety codes and ordinances.

6. **Technical Assistance and Communication:** Provides technical assistance, correspondence, and notices to the public, Village personnel, property owners, and contractors, ensuring clear communication of fire safety requirements and code compliance.
7. **Issuance of Notices and Citations:** Issues warning notices, tickets, and citations for violations of fire codes and other related ordinances, maintaining accurate documentation, and appearing in court as necessary to support enforcement actions.
8. **Review of Site Plans and Drawings:** Reviews job site plans and drawings for any discrepancies or deviations from approved plans, ensuring all construction and renovation projects comply with fire safety requirements.
9. **Use of Tools and Equipment:** Utilizes specialized tools, instruments, and equipment as required to perform job duties and assigned tasks, ensuring accurate and efficient inspections and safety evaluations.
10. **Ongoing Professional Development:** Attends educational courses, workshops, and seminars to maintain required certifications and licenses, or as directed by the Fire Chief.
11. **Additional Duties:** Performs other related duties as assigned to meet the needs of the Village and support the fire prevention, public education, and safety program.

QUALIFICATIONS:

1. High school diploma or GED.
2. Possession of, or ability to obtain within 60 days of hire, a valid CPR certification.
3. Possession of the following certifications through the Illinois State Fire Marshal or equivalent certifications from the International Code Council (ICC) and/or the National Fire Protection Association (NFPA):
 - a. Certification as a Fire Inspector I at the time of hire.
 - b. Certification as a Public-School Inspector within one year of hire.
 - c. Certification as a Basic Fire Prevention Officer, or the ability to obtain within two years of hire.
 - d. Certification as a Fire Investigator, or the ability to obtain within two years of hire.
 - e. Certification as an Advanced Fire Prevention Officer, or the ability to obtain within four years of hire.

SALARY:

The starting salary for this position is \$72,100, with annual step increases leading to a top salary of \$110,210 after six years, based on a 40-hour work week. This position is covered under a collective bargaining agreement and is represented by a union.

BENEFITS:

The Village of Bedford Park has a comprehensive benefit package that includes health, dental, vision, and life insurance as well as a retirement plan through the Illinois Municipal Retirement Fund. The Village of Bedford Park also provides paid holidays, paid vacation, sick leave, tuition reimbursement, and more.

APPLICATION PROCESS:

Applications are available on our website: www.bedfordparkfd.org under the *Employment* section. Please submit resume, application and all necessary documents that verify minimum qualifications for the position to jolszak@bedfordparkfd.org For questions, call the Fire Department at 708-563-4510.