



NOW HIRING

Fire & Property Inspector Community Development Department

DESCRIPTION:

The Village of Glen Ellyn's Community Development Department is recruiting for one (1) full-time Fire & Property Inspector. The primary job duties of the Fire and Property Inspector include but are not limited to inspecting construction sites for compliance with applicable fire safety codes upon request; conducting annual inspections of commercial businesses and multi-family residential building common areas for compliance with fire, life-safety, property maintenance and zoning codes and ordinances; to re-inspect where violations are noted; to initiate and follow through on code enforcement activities as warranted; to maintain accurate records and reports of inspections; and to provide responsive, courteous and efficient service to Village residents, business owners and the general public.

ESSENTIAL FUNCTIONS:

- Inspect construction sites, new and existing buildings, structures, and properties for compliance with the Village's fire, life-safety, property maintenance, building and zoning codes and ordinances.
- Perform inspections of new and existing businesses for fire and life-safety code compliance as part of the Village's annual business registration program.
- Re-inspect to assure compliance.
- Document locations and conditions of hazardous material storage. Inspect such properties to ensure to ensure compliance with applicable codes, laws and regulations.
- Update and maintain records of building ownership, tenancies, construction types, occupancy use, fire alarm and fire sprinkler systems, etc.
- Determine occupancy load for commercial properties, prepare and issue occupancy load placards.
- Assist with building and sign inspections as needed.
- Work with building and business owners to develop and/or review fire exit plans.
- Work with building and business owners to ensure that required testing of fire alarm and fire suppression systems is performed. Maintain records of testing.

- Enter information from code enforcement cases and fire safety inspections into the Village's computer software.
- Write letters to inform property owners of violations on their property.
- Prepare, issue and maintain record copies of inspections performed.
- Prepare reports as directed on a regular basis related to work activities or building conditions.
- Perform related clerical duties; compile accurate monthly reports.
- Issue violation notices and perform follow-up inspections as required to achieve code compliance.
- Issue citations when appropriate, prepare case files and testify at administrative and Circuit Court hearings.
- Respond to complaints and inquiries by citizens.
- Determine if the Certificate of Occupancy and Occupancy Load placards are properly displayed in public areas.
- Inspect businesses whenever the use, occupancy or floor plan is changed.
- Perform related clerical duties of filing and ordering forms and labels.
- Perform plan reviews and inspections on fire alarm and fire suppression systems

QUALIFICATION REQUIREMENTS:

- Completed Associate's degree, Completed Bachelor's degree preferable.
- Certification as Fire Inspector I, through the International Code Council or the Illinois Office of the State Fire Marshall required within one year of hire.
- Certification as Property Maintenance & Housing Inspector, through the International Code Council or the Illinois Office of the State Fire Marshall required within one year of hire.
- Minimum of two (2) years of fire technology and building enforcement experience or experience in a public building or fire department performing plan reviews, and/or performing building and property maintenance inspections.
- Ability to take control of situations and respond to complaints and grievances.
- Ability to comprehend, retain and apply Village, State, and Federal policies and legislation, i.e. Village ordinances, procedure manuals, fire codes, etc.
- Effective in managing one's time, solving problems and exercising sound judgment in a multi-tasking environment.
- Detail oriented.
- General knowledge of building permit processes, building codes and construction technology and terminology.
- General knowledge of reading blueprints and related construction documents.
- Excellent verbal and written communications skills.
- A valid Illinois motor vehicle operator's license.

SALARY/BENEFITS:

The pay offered for this full-time, non-exempt position is \$50,785/annually to \$77,181/annually DOQ. The Position includes excellent fringe benefits, including participation in the Illinois Municipal Retirement Fund (IMRF) pension plan. Actual starting salary is negotiable, and will be dependent upon qualifications, experience, and professional achievement.

HOW TO APPLY:

1. Interested candidates should submit an employment application ([click here](#)), a resume and cover letter to applicants@glenellyn.org. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #23-21 Fire & Property Inspector)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.
4. The position is open until filled; however, **first review of resumes will begin June 11, 2021.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER