

**WARRENVILLE FIRE PROTECTION DISTRICT
RULES AND REGULATIONS**

RULE OR REGULATION: PART TIME FIRE INSPECTOR

Effective Date: 05/19/2026

Revised:

Position:

The Part-Time Fire Inspector is a staff position subordinate to the Fire Marshal as indicated in the District organizational chart. The Part-Time Fire Inspector operates within the established chain of command and is responsible for duties assigned by the Fire Marshal related to fire prevention, inspections, public education, and community risk reduction activities.

This position is classified as part-time not exempt; the work schedule will comprise of 3 days per week, 6 hours per day, or 2 days per week, 8 hours per day; accounting for 16 hours per week. This is adjustable at the discretion of the fire chief or fire marshall. The schedule may include occasional weekend and evening hours with advanced notice

General Summary

The Part-Time Fire Inspector supports the operations of the Fire Prevention Bureau through a variety of fire prevention and life safety activities. Responsibilities may include, but are not limited to, fire inspections, plan review assistance, fire and life safety education, fire investigations, code enforcement, public information, and community risk reduction initiatives.

The Part-Time Fire Inspector works cooperatively with District personnel, business owners, contractors, residents, and outside agencies to promote fire and life safety within the community.

Primary Responsibilities

- Conduct fire and life safety inspections in accordance with adopted fire codes, local ordinances, and District policies.
- Assist with plan reviews for new construction, remodeling, and fire protection systems.
- Participate in fire investigations as assigned by the Fire Marshal.
- Maintain accurate and complete records related to inspections, investigations, plan reviews, permits, and public education activities.
- Assist with public fire and life safety education programs and community risk reduction initiatives.
- Provide recommendations and input to the Fire Marshal regarding fire prevention activities and code enforcement.

- Maintain awareness and knowledge of applicable State of Illinois statutes, adopted fire codes, and current fire prevention practices.
- Coordinate and interact professionally with outside agencies including law enforcement, building departments, insurance representatives, contractors, and the Office of the State Fire Marshal as necessary.

Summary of Tasks

- Perform routine and follow-up fire inspections for commercial, multi-family, educational, and assembly occupancies.
- Document inspection findings and ensure corrective actions are completed.
- Assist in reviewing fire alarm, sprinkler, and building plans for code compliance.
- Participate in community outreach and public education events.
- Collect and maintain data related to fire prevention and community risk reduction activities.
- Represent the District at meetings, training opportunities, public events, and professional associations as assigned.
- Interact cooperatively with District personnel involved in fire prevention activities.
- Assist with code enforcement and permit processes as assigned.
- Participate in continuing education and training related to fire prevention and investigation.

Position Requirements

- Minimum of three (3) years of fire service experience preferred, with demonstrated ability to interact professionally and cooperatively with others.
- Illinois Office of the State Fire Marshal certification as Fire Inspector I preferred or required within eighteen (18) months of employment.
- Illinois Office of the State Fire Marshal Public and Life Safety Educator I certification preferred or required within (18) months of employment.
- Illinois Office of the State Fire Marshal Fire Officer I certification preferred.
- Illinois Office of the State Fire Marshal Fire Investigator or Arson Investigator certification preferred.
- Associate Degree in Fire Science, Fire Prevention, Public Administration, or related field preferred.
- Working knowledge of fire prevention principles, fire codes, inspection practices, and report writing.
- Ability to communicate effectively both verbally and in writing.
- Valid Illinois Driver's License required.