

Village of Alsip

Part- Time Position Available

JOB TITLE: Part-Time Fire Prevention Officer (15 hours per week)

HOURS: Day (Times & Days are Flexible)

BASIC POSITION FUNCTION:

Performs a variety of fire prevention, life safety code duties

DUTIES AND RESPONSIBILITIES:

The following duties are not all inclusive but do fall under normal requirements.

- Data entry / retrieval within the Firehouse software
- May contact and communicate with government agencies, contractors and businesses and assist in directing and resolving their needs.
- Create and update signage (occupancy load, etc.
- Follow-up with fire and trouble alarms
- Schedule and witness fire pump tests
- Review and recommend changes to current ordinances
- Acting as a liaison between the fire department and Keltron contractor
- Schedule and witness fire alarm tests
- Follow-up on fire prevention bureau complaints
- Conducting fire drills to businesses, schools and public buildings
- Additional needs as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Highly organized and detail oriented.
- Comfortable multitasking.
- Ability to effectively manage and prioritize multiple projects and work as part of a team.
- Ability to effectively communicate verbally and in writing.
- Strong customer service skills.
- Demonstration of a proactive and problem-solving orientation.
- Ability to work independently.
- Maintain a high level of energy, professionalism and integrity.
- Excellent verbal and written communication skills.

QUALIFICATIONS:

- Current working knowledge of computers and experience with Microsoft Office (which encompasses Word, Outlook, and Excel).
- Graduation from a high school or GED equivalent.
- Must have at least 5 years in a Fire Prevention Bureau (at least 2 years experience as a supervisor or team leader preferred)
- Must have a minimum certification of a Illinois Firefighter III or Advanced Firefighter
- Must possess a minimum certification of a Illinois OSFM Fire Inspector I or Fire Prevention Officer
- Desirable to have a AAS degree in Fire Service management or Fire Prevention
- Desirable to have a Plan Review certificate
- Ability to read, understand and communicate in English.

TOOLS AND EQUIPMENT USED:

- Computer, copier, telephone, fax, filing cabinets, other equipment as required
- Various test equipment for fire flows, fire alarm tests

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Walks, sits, stands, bends, lifts, climbs stairs. Moves sporadically during working hours and may sit for prolonged periods. May be required to lift 50 pounds with or without assistance. Use hands/fingers to grasp, handle or feel objects, tools, or controls, and reach with hands and arms.

COMPENSATION:

\$25.00/hour (during probationary period)

Interested parties should visit the Village of Alsip website for application options. The accepted person to be hired will be required to complete a background check and medical physical before hire.