

Village of Alsip

POSITION DESCRIPTION

POSITION TITLE:	Part-Time Fire Prevention Asst	DEPARTMENT:	Fire Department
GRADE LEVEL:	N/A	LOCATION:	Village Hall
FLSA STATUS:	Hourly [\$18.54] (Non-Exempt)	UNION:	N/A
EEO CATEGORY:	Administrative Support	PREPARED DATE:	03/05/2024

HOURS: Day (Times & Days are Flexible – 15hrs/week)

BASIC POSITION FUNCTION:

Perform a variety of clerical and general office work, interfacing with employees, residents and businesses professionally and with courtesy. The role requires discretion, confidentiality, professionalism and the application of administrative and business management skills.

DUTIES AND RESPONSIBILITIES:

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

- Data entry / retrieval within the ESO software (scheduling, tracking & compliance)
- Track, maintain and update various systems (fire alarm, sprinkler, ansul and fire pump)
- Accurately maintain ESO inspection program for iPads, add or remove codes according to ordinance and correct any errors made by inspectors within an inspection entry
- Create and accurately maintain “Serpentine” list for business annual inspections
- Coordinate and schedule inspections (Building Department for annual multi-family and church inspections; schools, park district; village)
- Set up and accurately maintain a tracking system for trouble alarms
- May contact and communicate with government agencies, contractors and businesses and assist in directing and resolving their needs
- Maintain accurate files for various documents (tickets, court documents, inspections, etc.)
- Create and update signage (occupancy load, etc.)
- Responsible for special event planning, set up and execution
- Additional needs as directed.
- Complete all FOIA requests for the Fire Prevention Bureau
- Maintain billing for annual inspection. Send out invoices, record monies returned and document and follow-up all outstanding invoices.
- Maintain billing for the Keltron alarm system. Send out invoices, record monies returned and document and follow-up all outstanding invoices.
- Coordinate alarm issues with the current vendor and the Fire Prevention Officers.
- Serves as a liaison between the Alsip Fire Department and current Keltron alarm vendor
- Shall have remote access to the Keltron alarm board.
- Shall develop and upgrading record keeping systems electronically
- Has access and the ability to access the AS 400 system for verifying money entries for collected fees from the Fire Prevention Bureau.
- Maintains the current business lists, contacts and updates as necessary
- Orders Knox boxes for businesses and homeowners. Maintains the list of Knox boxes within the Village of Alsip.

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.
- Two (2) years of increasingly responsible, related experience, or any equivalent combination of related education and experience.
- Ability to read, understand and communicate in English.

TOOLS AND EQUIPMENT USED:

- Computer, copier, telephone, fax, filing cabinets, other equipment as required

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 15 pounds with or without assistance. Use hands/fingers to grasp, handle or feel objects, tools, or controls, and reach with hands and arms.

HOW TO APPLY:

Interested parties should submit an application to hr@villageofalsip.org.

Resumes and Applications can also be dropped off at the Village Hall Human Resources Office.