



FIRE PREVENTION BUREAU

Fire and Life Safety Specialist

(Public Educator/Fire Inspector-Hybrid)



The Addison Fire Protection #1 is seeking candidates for a full-time hybrid position of Fire and Life Safety Specialist.

The Addison Fire Protection District is in the northeast portion of Illinois, approximately 18 miles west of the center of the city of Chicago. The district lies entirely in the county of DuPage and serves both the Village of Addison as well as unincorporated portions of Bensenville, Villa Park, Lombard, and Bloomingdale. The district protects approximately 40,000 residents between the incorporated and non-incorporated areas. Currently, the AFPD covers approximately 12 square miles within DuPage County.

Considered a suburb of Chicago, Addison has grown over the years from the small, primarily farming community it once was to a bedroom community providing residents and visitors with ample shopping, leisure, and employment opportunities. Within the fire district borders are single and multi-family housing, strip malls, stand-alone shops and restaurants and a large industrial area with varied types of businesses. The district also contains two Interstate highways, I-355 and I-290, as well as several other state and local highways and roads. These roads give residents and visitors easy access to the city of Chicago as well as surrounding communities and neighboring states.

Under direction from the Fire Marshal, the Fire and Life Safety Specialist is the primary public education specialist for the Fire District. The primary duties include, but are not limited to, delivering public education, public talks and meet-and-greets, public relations, and fire and life safety programs. In addition to public education, the Fire and Life Safety Specialist will also perform life safety inspections as part of the inspection services division of the Fire Prevention Bureau.

PRIMARY JOB FUNCTIONS (approx. 60-70%)

- Plan, coordinate and implement Fire and Life Safety Educator (FLSE) programs.
- Maintain fire & life safety programs in all schools.
- Regularly interact with the public, members of the Fire District, Village departments, and other public agencies in a positive manner.
- Maintain and establish working relationships with Government Entities and local businesses for their safety and support.
- Target high risk groups with specific programs to improve Community Risk Reduction (CRR).
- Participate in community events to promote FLSE.
- Provide various methods of informing the public activities and messages, including assisting in social media and marketing efforts
- Provide administrative support to the Fire Marshal.
- Maintain records of program activities and submit monthly reports
- Utilize various forms of communication with constituency in timely manner.
- Responsible for assisting with budget and purchase orders for supplies.

- Maintain and practice high quality skills in the use of high-tech office equipment, including computers, printers, copiers, calculators, telecommunication devices, fax machines and other new technologies.
- Knowledge of rules, regulations, policies, procedures and functions of the Fire District.
- Respond to public education questions and inquiries from the public
- Maintain awareness of fire and life safety concerns specific to the Fire District as well as trending concerns in the state or national level.
- Assist in grant and scholarship applications to advance the FPB/CRR Division.
- Attend training, conferences, or other professional development events to learn public education and Inspection services delivery methods.

ADDITIONAL JOB FUNCTIONS: (approx. 30-40%)

- Provides technical advice to departmental offices/staff, business owners and the public on the interpretation or application of the fire safety and building codes and regulations and ensures compliance.
- Schedules, coordinate, and perform business inspections, and issues fire permits.
- Prepare inspections reports.
- Maintains statistics and records of inspections.
- Identifies corrective actions to be taken by business owners and monitors activities to ensure conformance with codes, laws, and regulations.
- Issues infraction/misdemeanor citations for violations of the Fire Code.
- Investigate and document complaints of violation of international, state, and local laws, ordinances, and codes within the purview of the Fire Department.
- Identifies violations of other Village codes and regulations and notifies appropriate Village officials.
- Provides regular inspections of construction projects.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent- **REQUIRED**
- Must possess a valid Illinois Class D Driver's License with a good driving record- **REQUIRED**
- **At least** one of the following:
 - Certified Fire and Life Safety Educator (FLSE) - (OSFM, NFA) or the ability to obtain within 1 year from date of hire
 - Certified Inspector I (OSFM, ICC, and/or NFPA) or the ability to obtain within 6 months
- Additional certifications: shall obtain within 6 months of hire (REQUIRED)
 - AHA CPR Instructor
 - Stop the Bleed Instructor

Preferred Education and Experience:

- Ability to speak and understand Spanish (**Highly preferred**)
- Possess an AA, AS or higher degree from an approved college or university.
- State Fire Marshall Certification Tracks:
 - Fire Prevention Officer I or Basic Fire Prevention Officer (**Highly preferred**)
 - Fire Prevention Officer II or Advanced Fire Prevention Officer
- Four (4) years of full-time experience in fire prevention inspection, FLSE, or other related work. (**Highly preferred**)

Knowledge of:

- Fire and Life Safety teaching concepts
- Community Risk Reduction model
- Structure of various agencies to understand the working relationships between national, state, local, and private organizations.
- Departmental regulations, procedures, and work methods.
- Basic report writing techniques including English usage, spelling, punctuation, and grammar.
- General office record keeping and filing methods.
- Imagetrend, Target Solutions, Microsoft Office, and Teams

Working conditions and Physical requirements:

- On a continuous basis, work both indoors and outdoors and travel in assigned vehicle.
- On an occasional basis, be exposed to dust, noise, smoke, fumes, oils, grease, equipment vibration, machinery with moving parts, moving objects or other vehicles, wet and slippery surfaces.
- May involve contact with the public under stressful conditions.
- Conduct field inspections in varying climate and temperature conditions.
- Lifting and operating assigned equipment.
- Walk on uneven and/or slippery surfaces.
- Reach for items above the head and below the feet.
- Climb up and down ladders.
- Enter confined environments.
- Move quickly and easily, crawl, stoop, or bend.
- Visual acuity sufficient to read gauges and observe conditions at inspection sites in a variety of lighting conditions.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, and writing, and operating assigned equipment.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing, or sitting for extended periods of time.

Wage and Benefits:

- Starting Salary: Salary range \$70,000 – \$77,000 (DOQ)
- 40-hour work week, 8 hours/day, Monday – Friday 7:30 AM – 4:00 PM with flexibility and adjustments based on community events and needs
- Health, Vision, and Dental Insurance
- Life Insurance
- Illinois Municipal Retirement Fund
- Vacation, Holidays, Personal Time, Comp Time, 7G wage, and Sick Leave
- Successful candidate(s) will be subject to a background check and drug screening.

Please submit a cover letter, resume, and references to the Addison Fire Protection District, 10 S. Addison Rd., Addison, IL 60101, or email to admin@addisonfire.org. Candidates will be contacted directly for interviews.

Equal Opportunity Employer

Position will be available until filled.