

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FIRE PREVENTION INSPECTOR II

POSITION CODE: 15317
Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs journey level professional fire inspection duties; conducts on-site inspections and serves in a leadership capacity for more complex inspections which involve extensive code interpretation in application to unorthodox or large occupancies; serves as a resource person in the field of fire prevention inspections for local officials; assists in training lower level personnel.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts on-site inspections and reinspections of prescribed buildings and facilities, unorthodox or large occupancies that may require more extensive code interpretation, above ground storage tanks, LPG tanks and self-service gasoline stations, following procedures established by the agency for the purpose of discovering and eliminating existing or potential fire hazards or dangerous conditions. May act as the lead inspector on those assignments where more than one inspector is required to complete the inspection
2. Ensures compliance with applicable State standards and codes related to fire and safety hazards by obtaining on-the spot corrections or by writing enforcement orders.
3. Maintains a comprehensive system of recording and reporting all inspection and compliance data and activities in accordance with procedures established by the Office of the State Fire Marshal; maintains a daily, weekly, and monthly activity schedule; files schedule with supervisor.
4. Serves as a resource person to answer questions and inquiries from outside the agency pertaining to State standards and codes related to fire and safety hazards. Advises owners/occupants of unorthodox, complex or large occupancies that may not meet the prescriptive requirements of the adopted codes and for which the owner/occupant is seeking an opinion regarding equivalent safety or alternative means of complying with adopted codes.
5. Presents fire service and fire prevention educational programs to the public.
6. Coordinates Fire Marshal activities with local governments and fire protection agencies; attends meetings of governmental authorities and fire service agencies and organizations to assist in understanding the Fire Marshal's programs and to ensure compliance with the requirements established by the Office of the State Fire Marshal.
7. Participates in continuing education to keep abreast of the latest developments in fire prevention inspection and enforcement.

FIRE PREVENTION INSPECTOR II (Continued)

8. Assists supervisor in training Fire Prevention Inspectors I and Fire Prevention Trainees in the techniques and procedures used in fire prevention inspections.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of two years' college.

Requires 1 year professional work experience as a Fire Prevention Inspector I for the Office of the State Fire Marshal with certification as a fire prevention inspector II by the national fire safety standards organization that publishes the fire safety standard adopted by the State.

Knowledges, Skills and Abilities

Requires extensive knowledge of applicable State statutes relative to fire prevention and/or protection.

Requires extensive knowledge of licensing or permit procedures in the fire prevention field.

Requires extensive knowledge of building occupancy classifications.

Requires extensive knowledge of building construction components, terms, types, and categories.

Requires extensive knowledge of fire safety code and their interpretations and applications.

Requires extensive knowledge of preconstruction plan review, i.e., blueprint interpretation and analysis.

Requires extensive knowledge of fire inspection techniques, methods, and procedures.

Requires working knowledge of agency policies and procedures.

Requires working knowledge of legal procedures and proceedings relative to fire prevention.

Requires ability to direct the work of Fire Prevention Inspector I's and Fire Prevention Inspector Trainees during training and/or the conduct of complex inspections.

Requires ability to research, interpret, and apply applicable codes, laws, and ordinances pertaining to the fire prevention field.

Requires ability to maintain a comprehensive record system.

Requires ability to communicate in effectively in oral and written form.

Requires ability to speak before public groups.

Requires ability to establish and maintain satisfactory working relationships with local officials, other employees and the general public.

Requires the ability to operate and use a computer system, common word processing programs, common email platforms and use the agency's code enforcement/inspection software program.

Requires possession of a valid appropriate driver's license or an ability to travel.

Requires the ability to climb stairs and/or ladders.