

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FIRE PREVENTION INSPECTOR TRAINEE

POSITION CODE: 15320

Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of from six months to one year, receives intensive training in classroom and field situations concerning the fire prevention, protection and education programs administered by the Office of the State Fire Marshal, and may under immediate supervision conduct on-site inspections.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives training in conducting on-site inspections and reinspections of prescribed buildings and facilities, 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.
2. Receives training in applicable State standards and codes related to fire, life and safety hazards and obtains on-the-spot corrections or writes enforcement orders.
3. Receives training in the maintenance of 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.
4. Receives training in and participates in the fire service and public fire prevention education programs; distributes fire service and public education information materials in an assigned area.
5. Receives training in fire safety inspections in order to acquire fire prevention inspector certification through the Office of the State Fire Marshal and/or a national fire safety standard organization such as the National Fire Protection Association or International Code Council.
6. Receives training in the collection and reporting of fire prevention related data; maintains daily, weekly and monthly schedules of activities; files schedules with supervisor.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

FIRE PREVENTION INSPECTOR TRAINEE (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of two years college, or 60 semester hours of college work with a focus on fire science, public administration, engineering, or math and science coursework.

Knowledges, Skills and Abilities

Requires the ability to communicate effectively in written and oral forms.

Requires the ability to maintain a record system.

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

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

Requires the ability to drive a vehicle and maintain possession of a valid appropriate driver's license or an ability to travel.

Requires the ability to climb stairs and/or ladders.