JOB POSTING
Deputy Fire Marshal

POSITION
The Lake Zurich Fire Department has an immediate need for qualified candidates for the position of Deputy Fire Marshal. The Deputy Fire Marshal will report directly to the Fire Chief and will provide technical assistance in the prevention of fires through fire inspections, public education, and fire investigations.

The salary range for this position is $76,774 to $108,971, annually, plus a comprehensive benefits package. FLSA Code: Exempt. The typical work period is 8:00 a.m. - 4:30 p.m., Monday through Friday, with periodic reassignment possible based on the needs of the department.

MAJOR DUTIES AND RESPONSIBILITIES

- Leading, managing and supervising the fire prevention staff in site plan reviews, building plan reviews, final occupancy inspections, and conduct acceptance tests for fire suppression and detection systems.
- Assist the Fire Chief in the development of codes and standards for fire safety in the Village of Lake Zurich and the communities within the Lake Zurich Rural Fire Protection District. Daily management of inspectional services, code development and enforcement and citizen service inquiries.
- Schedule and conduct fire inspection training courses for all Fire Department personnel.
- Coordinates public education classes with suppression personnel on fire prevention, fire safety; coordinates public education in schools; teaches in schools, churches, and community service groups.
- Coordinate and conduct the fire investigation, fire prevention and inspection programs.
- Assists in investigating fires and coordinating the activities of fire investigation; aids the in completing reports and special projects.
- Prepare reports of inspections, investigations and training and maintain a file of all records.
- Demonstrate knowledge of the proper methods of performing the various techniques in fire prevention, investigation and education.
- Assist in the preparation of the fire department budget related to prevention, investigation, and public education activities.
- Responds to structural fires and other emergency scenes when called upon; attends, if possible, all off-duty fires.
- Participate in local, regional, State and national conferences and seminars on fire prevention, investigation, education, emergency medical first responder and suppression to maintain a continuing level of professional and technical competence.
- Performs related duties as required. The above statements are intended to describe the general nature of the job. This is not an exhaustive list of all responsibilities, or duties.

**QUALIFICATIONS**
- Graduation from an accredited four-year college or university with a degree in Fire Protection Engineering/Technology or other related fields preferred.
- Five or more years of progressively responsible related experience in fire prevention, code enforcement, as well as supervisory experience (or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities).
- Fire investigation experience and/or certification.
- Office of the Illinois State Fire Marshal Fire Prevention Officer I and II certification or equivalent experience.
- Fire Inspector certification/experience.
- Shall possess a valid State of Illinois driver’s license by the time of appointment, and maintain same throughout employment.
- Must possess a high level of integrity, confidentiality and good professional judgment.
- Must possess excellent written and oral communications skills.
- Must be able to maintain good working relationships with other department employees.
- Must be able to interact courteously and professionally with the public.

**EXPERIENCE**
- Working knowledge of fire prevention techniques; working knowledge of fire inspection methods; working knowledge of effective techniques and methods of fire suppression and control; working knowledge of effective operation of policies and procedures established for the Fire Department.
- Ability to teach fire prevention and safety techniques to Fire Department personnel and in the public schools, churches, and civic organizations; ability to communicate in a written and verbal manner.

**PHYSICAL REQUIREMENTS**
- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The Village of Lake Zurich complies with all federal and state laws regarding discrimination and equal employment opportunity.
PROCESS
Candidates should apply with resume, cover letter, and contact information for three professional references to: Division of Human Resources, Village of Lake Zurich, 70 E. Main St., Lake Zurich, IL 60047, or e-mail hr@lakezurich.org. Position open until filled, first review to be completed by December 23, 2015.