Bedford Park Fire Department

*Teamwork • Integrity • Professionalism • Service*

Village of Bedford Park Fire Department 6820 S. Archer Rd.

Bedford Park IL, 60501 (708) 563-4510

# NOW ACCEPTING APPLICATIONS FOR THE POSITION OF: FIRE MARSHAL

Interviews will be conducted as applications are received. This position will remain open until filled.

# JOB SUMMARY:

The Fire Marshal is a non-sworn, professional position responsible for managing a comprehensive fire prevention program across the Village. Key responsibilities include conducting fire inspections, implementing public education initiatives, and fire investigations. The Fire Marshal ensures the effective enforcement of Village fire safety codes and ordinances through inspections of residential, commercial, and industrial properties.

This position requires a high level of self-discipline, strong organizational skills, and the ability to handle complex situations with quick, effective problem-solving. The Fire Marshal must demonstrate excellent verbal and written communication skills, including the provision of expert testimony in legal proceedings. The role requires the ability to work independently while managing multiple tasks and responsibilities.

In addition, the Fire Marshal may be required to perform inspections or fulfill other duties outside of regular business hours as needed to meet the demands of the position.

# JOB DUTIES:

1. Code Application and Enforcement: Understands and applies the Village’s code of ordinances, including any adopted fire and life safety codes, ensuring full compliance in all inspections and enforcement actions.
2. Fire Inspections and Systems Testing: Conducts fire inspections and testing of fire systems in both new and existing buildings to ensure compliance with fire safety regulations and life safety codes.
3. Coordinates Fire Prevention, Public Education, and Fire Investigation Programs: Coordinates and integrates the fire prevention, public education, and fire investigation initiatives to create a cohesive and effective Community Risk Reduction Program.
4. Work Schedule and Task Management: Develops and manages daily, weekly, and monthly work schedules, ensuring timely completion of all scheduled inspections and assignments.
5. Safety Inspections and Code Enforcement: Investigates complaints, performs inspections, and identifies fire hazards to promote safety. Contacts responsible parties and assists in resolving code infractions, ensuring adherence to fire safety codes and ordinances.

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1. Technical Assistance and Communication: Provides technical assistance, correspondence, and notices to the public, Village personnel, property owners, and contractors, ensuring clear communication of fire safety requirements and code compliance.
2. Issuance of Notices and Citations: Issues warning notices, tickets, and citations for violations of fire codes and other related ordinances, maintaining accurate documentation, and appearing in court as necessary to support enforcement actions.
3. Review of Site Plans and Drawings: Reviews job site plans and drawings for any discrepancies or deviations from approved plans, ensuring all construction and renovation projects comply with fire safety requirements.
4. Use of Tools and Equipment: Utilizes specialized tools, instruments, and equipment as required to perform job duties and assigned tasks, ensuring accurate and efficient inspections and safety evaluations.
5. Ongoing Professional Development: Attends educational courses, workshops, and seminars to maintain required certifications and licenses, or as directed by the Fire Chief.
6. Additional Duties: Performs other related duties as assigned to meet the needs of the Village and support the fire prevention, public education, and safety program.

# QUALIFICATIONS:

1. High school diploma or GED.
2. Possession of, or ability to obtain within 60 days of hire, a valid CPR certification.
3. Possession of the following certifications through the Illinois State Fire Marshal or equivalent certifications from the International Code Council (ICC) and/or the National Fire Protection Association (NFPA):
	1. Certification as a Fire Inspector I at the time of hire.
	2. Certification as a Public-School Inspector within one year of hire.
	3. Certification as a Basic Fire Prevention Officer, or the ability to obtain within two years of hire.
	4. Certification as a Fire Investigator, or the ability to obtain within two years of hire.
	5. Certification as an Advanced Fire Prevention Officer, or the ability to obtain within four years of hire.

# SALARY RANGE:

$70,000 - $90,000 annually based on a 40-hour work week. Salary is commensurate with qualifications and experience. This position is not represented by a union.

Please submit all necessary documents with your application that verify you meet the minimum qualifications for the position.

# BENEFITS:

The Village of Bedford Park has a comprehensive benefit package that includes health, dental, vision, and life insurance as well as a retirement plan through the Illinois Municipal Retirement Fund. The Village of Bedford Park also provides paid holidays, paid vacation, sick leave, tuition reimbursement, and more.

# APPLICATIONS:

Applications are available on our website: [www.bedfordparkfd.org](http://www.bedfordparkfd.org/) under the *Employment* section.