



Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

Position Opening

Fire Marshal

The Village of River Forest is accepting applications for the position of Fire Marshal.

River Forest is a community of 11,177 residents and 2.5 square miles. The Fire Marshal will report directly to the Fire Chief and will be the primary individual responsible for the review of construction and design concept plans to determine compliance with fire and life safety codes. This position will plan and conduct occupancy inspections, working with property owners/managers to correct deficiencies, which may require the issuance of citations and legal action. The Fire Marshal will plan and produce various public relations and education initiatives such as Fire Prevention Week, fire drills and other programs. This position will also perform other administrative duties in support of the Fire Prevention Bureau and Fire Department.

The Fire Marshal will be "hands-on", requiring the individual to spend time in the field and performing office work. This position requires an individual who can demonstrate a command of fire and life safety codes, attention to detail, sound independent judgment, advanced technical writing, strong interpersonal skills and the ability to work independently with minimal supervision in a team environment.

The successful candidate will possess the ability to communicate effectively both orally and in writing with employees, residents, contractors, architects, business owners/managers, other government agency representatives, and Village officials. The selected individual must possess a valid State of Illinois Driver's License.

This position requires knowledge equivalent to an associate's degree in Fire Science (or closely related field) and 10 years progressively responsible experience in fire prevention, code enforcement, or an equivalent combination of training and experience that provides the required knowledge, skills and abilities. Candidate must be a Certified Plan Reviewer, have successfully completed NIMS IS 100-400, and be certified through the Illinois State Fire Marshal as a Fire Prevention Officer II and an Incident Safety Officer. Familiarity with NFPA 13D standards and certification as a Fire Officer II, Fire Investigator and Information Officer are strongly preferred.

This is a full-time, exempt, non-sworn position which requires the ability to work general office hours with some flexibility required to achieve the duties and customer service expectations of the position. The salary range is \$68,845-100,137 plus excellent benefits package. Starting salary DOQ.

Qualified applicants should submit a completed Village of River Forest "Application for Employment". River Forest employment applications can be found at www.vrf.us/careers. The position will remain open until filled. The selected individual will be required to submit to a pre-employment physical, drug screen, and background check. The Village of River Forest is an equal opportunity employer.



Village of River Forest Position Description

Position Title: Fire Marshal
Department: Fire
FLSA Status: Exempt
Employment Status: Full Time
Issue Date: October, 2025
Bargaining Unit: Non-represented

Job Summary:

The Fire Marshal position exists to prevent fires and reduce the severity of fires to prevent life and property loss from fires. This position will report directly to the Fire Chief and will be the primary individual responsible for the review of construction and design concept plans to determine compliance with fire and life safety codes. This position will plan and conduct occupancy inspections, working with property owners/managers to correct deficiencies, which may require the issuance of citations and legal action. The Fire Marshal will plan and produce various public relations and education initiatives such as Fire Prevention Week, fire drills and other programs. This position will also perform other administrative duties in support of the Fire Prevention Bureau and Fire Department.

Routine duties are performed with a considerable degree of independence within established departmental rules and regulations, but under the general direction of the Fire Chief or his designee. This position handles certain administrative functions for the Department such as fire inspections, and is expected to recommend changes in policy and/or procedure where appropriate.

Essential Functions and Duties:

Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY of the typical duties of this position and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Other duties may be required and assigned.

- Prepares and implements plans to inspect and re-inspect all new and existing occupancies that are subject to inspection on a regular basis. Prepares accurate, clear and concise reports of conditions observed and documents compliance with state and municipal fire and life safety codes. Responds to complaints regarding possible fire hazards and code violations. Works to secure voluntary compliance but issues citations and initiates legal action to gain compliance, if necessary; participates and testifies in legal proceedings. Coordinates with other Village personnel regarding possible violations of other state and municipal code violations.

- Participates in the inspection of hydrants as well as other fire prevention, protection and suppressions systems and equipment.
- Reviews design concept and construction plans for new and existing occupancies, evaluates contents, finishes and construction elements, fire protection and life safety systems to determine compliance with requirements and intent of life safety and fire codes. Evaluates plans for the storage, handling and use of hazardous materials, flammable and combustible liquids and gases. Assists architects, engineers, contractors, property owners and others in understanding and meeting code requirements. Recommends revisions to plans to achieve compliance.
- Assists in the preparation of the Fire Prevention Bureau budget; monitors revenues and expenditures; develops recommendations regarding the general operations of the Fire Prevention Bureau.
- Develops and implements a Community Risk Reduction Program (CRR).
- Develops and implements public education programs, including Fire Prevention Week activities. Prepares and presents audience-appropriate programs to public, civic, school, employee and other groups regarding fire safety.
- Recommends changes to local policies, procedures and Ordinances to enhance public safety; reviews, interprets and analyzes impact of changes; implements policy, procedure and statutory changes.
- Provides administrative support to the Fire Chief and Deputy Fire Chief.
- Follows all standard operation guidelines as prepared by the Village of River Forest Fire Department and all personnel and safety regulations established by the Village.
- Maintains files so that information can be easily retrieved.
- Attends meetings on behalf of the Fire Department as assigned by the Fire Chief.
- Provides efficient and effective customer service; promotes and maintains responsive community relations.
- Participates on internal Village work teams as required or assigned;
- Maintains an awareness of proper safety procedures and guidelines;
- Maintains regular and predictable attendance at the Village Hall / Public Works Garage or other work site(s) as directed;
- Performs other duties as required.

Required Knowledge, Skills and Abilities:

Successful candidates for this position must possess:

- Considerable knowledge of the principles, practices, methods and equipment used in modern firefighting and emergency service work; good knowledge of fire hazards and fire prevention techniques; good knowledge of the use of fire records and their application to fire prevention, and fire protection administration; good knowledge of modern principles, practices, techniques, and equipment used in municipal fire/emergency service administration; good knowledge of the current literature, recent developments, and sources of information applicable to municipal firefighting; knowledge of flammable and combustible liquids, compressed and liquefied gases and explosives as well as building systems including heating, ventilation, electrical and cooking;

- Considerable knowledge and ability to apply knowledge of state and local fire prevention codes; ability to read, analyze and interpret business publications, technical procedures and governmental regulations;
- An ability to express advanced technical ideas clearly and concisely, both orally and in writing;
- An ability to establish and maintain effective working relationships with peers and the general public;
- An ability to meet such specific physical and certification requirements as may be established by the Village Board or State statute;
- Ability to address citizen problems promptly, courteously, and tactfully;

Work Environment & Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both an office and field setting. The noise level in the office environment is usually moderate, except during emergency situations when noise levels may be loud.

While performing duties and responsibilities in the field, employee may work in the following conditions: Moderate to loud noise levels; extreme temperature, precipitation, wind and humidity conditions – both indoors and outdoors; Fumes, airborne particles, and sewer odors; Working with or near chemicals, electrical current, and vibration; Confined spaces; Working in or around moving traffic

This employee may be required to attend the scene of an emergency in the most severe outdoor weather conditions.

Maintain physical condition appropriate to the performance of duties and responsibilities that may include: Walking, talking, hearing, close, distance and peripheral vision, depth perception and the ability to adjust focus, standing or sitting for prolonged periods; Climbing above & below grade as part of the regular inspection routine, stooping, crawling, crouching, and other continuous physical activity; Manipulate hands and fingers for data processing at a computer.

The level of risk in working in and around active construction sites is such that it requires some attention to detail to prevent accidents or injuries. All of the above conditions require that the employee be fully ambulatory and possess normal hearing, vision and manual dexterity. The employee may be required to push, pull, lift and/or carry up to 40 pounds.

Any Village employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Minimum Education, Experience & Training:

Successful applicants for positions in this class must possess:

The knowledge equivalent of an Associate Degree in Fire Science (or a closely related field); and ten years progressively responsible experience in fire prevention, plan review, code enforcement, or an equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Special Requirements, Licenses or Certifications:

Possess Certification as Fire Prevention Officer I (Fire Prevention Officer II preferred), Fire Officer I, Safety Officer through the Office of the State Fire Marshal (Illinois) and other applicable State Fire Marshal certifications.

Supervision Received:

Supervised by the Fire Chief

Supervision Exercised:

None

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive list of duties, responsibilities or requirements. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.