

**PART TIME FIRE INSPECTOR  
FIRE DEPARTMENT  
CITY OF WILLOUGHBY**

The City of Willoughby is seeking an exceptional individual for the position of Part-Time Fire Inspector to provide fire prevention and safety inspection support to the Fire department. The Willoughby Fire Prevention Bureau serves over 21,000 residents and 2,500 business and performs approximately 2,000 inspections per year. The position will be responsible for fire prevention related activities and public education and will require extensive interaction with other employees, state and local enforcement officials, business owners and the public in general.

This is a part-time position that will report directly to the Fire Administrative Captain (Fire Marshal). The administrative office hours are Monday – Friday, 7:30am – 3:30pm, this position will work up to 20 hours per week during this time frame. The successful candidate must possess a High School diploma or equivalent, valid Ohio Driver’s license, Fire Safety Inspector certification and Ohio firefighter II certification and 5 years of fire service experience, preferably as a Fire Inspector in a municipal fire department or some combination of education and experience to provide sufficient evidence of successful performance of the essential duties of the job.

Starting salary is \$21.89/hour with OPERS pension.

Candidates must possess administrative and organizational skills, attention to detail is a must and have a working knowledge of the MS Office Suite, specifically Word, Excel and Outlook. Interested candidates should send a resume along with a salary history to Fire Prevention Bureau, 37000, Euclid Avenue, Willoughby, OH 44094 or [fireprev@willoughbyohio.com](mailto:fireprev@willoughbyohio.com) by January 30, 2026. Refer to <http://willoughbyohio.com/government/employment/> for more details.

If you wish to email your resume, please include the phrase “Fire Inspector” in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER

**WILLOUGHBY FIRE DEPARTMENT**  
**Job Description**

**PART –TIME FIRE SAFETY INSPECTOR**

POSITION TITLE: Part-time Fire Inspector (20 hours per week)

DEPARTMENT: Fire Department

FLSA STATUS: Non-Exempt

SALARY RANGE: \$21.89-\$27.29 (2025)

Non-union

REPORTS TO: Fire Marshal

**JOB SUMMARY:**

The part-time fire inspector's primary duties are those related to fire prevention activities and public education including but not limited to fire prevention and safety inspections and other tasks related to the compliance with fire code, and educating the public on fire and life safety hazards, under the direct supervision of the Fire Marshal. Other duties may be assigned. The position requires extensive interaction with other employees, state and local enforcement officials, business owners and the public.

**ESSENTIAL JOB FUNCTIONS:**

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Schedule and conduct fire prevention inspections of businesses, schools, day care facilities, nursing homes and other occupancies as assigned.
- Assist Fire Marshal or his or her designee in reviewing/approving building construction plans for code compliance and make recommendations pertinent to the safety and preservation of life and property in accordance with applicable codes.
- Inspect buildings and installations during and/or after construction to ensure compliance with applicable codes.
- Issue written notices, warnings and/or citations as necessary.
- Conduct follow-up inspections to ensure violations were corrected.
- Assist the Building Department with Occupancy Permit inspections and follow-up inspections.
- Assist Fire Marshal or his or her designee in advising developers, contractors, property owners, the public and other city personnel in matters related to fire prevention, code interpretation and enforcement, and the use, handling and storage of hazardous materials.
- Assist Fire Marshal or his or her designee in proposed changes to the Fire Prevention codes for the betterment of fire safety and prevention activities.
- Prepare and maintain electronic and/or hard files of occupancies, inspections, fire protection system testing, complaints, and any reports as required by Fire Marshal.

- Initiate and prepare fire prevention activity reports as required by Fire Marshal.
- Attend essential fire prevention training as directed by the Chief/Asst. Chief/Fire Marshal.
- Assist in Knox Box administration.
- Present Fire and Life Safety education programs as required by the Fire Marshal.
- Assist in other department duties as required/requested.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of fire prevention inspections, rules, procedures and operations, including but not limited to perform skills and knowledge based on NFPA 1030.
- Knowledge of the Ohio and Municipal Fire Codes.
- Ability to learn and comprehend fire department policies, procedures, processes and regulations.
- Ability to research and review fire legislation, fire codes, building codes, ordinances, and causes and prevention of fires and explosions.
- Must possess above average oral and written communications skills.
- Proficient reading comprehension, summarizing, and writing/editing skills.
- Ability to operate computer software for word processing, spreadsheet creation and management, database management, and PowerPoint presentations.
- Ability to enter data accurately and efficiently.
- Ability to listen to, and use, a portable radio or cell phone to communicate with dispatch and department personnel.
- Ability to maintain confidentiality and demonstrate discretion and sound judgment.
- Ability to establish and maintain effective working relationships with supervisors, employees, business owners and members of the public.
- Ability to demonstrate initiative in work environment.
- Provide effective, efficient and excellent customer service and promote and maintain responsible community relations.
- Demonstrate an ability to foster and promote diplomatic and tactful relationships with other governmental and civic agencies, businesses and residents to further appropriate professional communications.
- Possess good public relation skills and an ability to evaluate situations, process information and derive valid reasonable decisions based on training and experience; make good independent decisions based on practices, rules, and procedures.

## **QUALIFICATION, TRAINING, AND EXPERIENCE:**

### Minimum Qualifications:

- High School Diploma or equivalent
- Valid Ohio Driver's License
- Required to have and maintain Fire Safety Inspector certification as defined by Ohio Division of EMS.
- Shall meet the qualifications as set forth in R.C. 4765.55 and O.A.C Rules 4765-20-01 through 07.
- Shall maintain State of Ohio Firefighter II certification.
- Shall meet the Professional Qualifications for Fire Inspector as listed in NFPA 1030.
- At least 5 years of experience in the Fire Service, preferably as a Fire Inspector in a municipal fire department.
- Shall meet the professional Qualifications for Fire and Life Safety Educator as listed in NFPA 1030.
- Combination of education and professional work experience demonstrating the skill required to perform the job of Fire Inspector.

The position may require successful completion of additional post-employment procedures and training.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all of the job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

### **PROBATIONARY PERIOD: One Year**