



## CITY OF URBANA CIVIL SERVICE COMMISSION

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**DATE:** Wednesday, July 29, 2026  
**TIME:** 4:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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### AGENDA

1. **Call to Order and Roll Call**
2. **Approval of Minutes of Previous Meeting**
3. **Public Input**
4. **New Business**
  - A. Request to modify classification: Fire Prevention & Education Officer
5. **Informational and Discussion Items**
6. **Adjournment**



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In compliance with the Americans with Disabilities Act (ADA): Persons with a disability may request a reasonable accommodation by contacting the City of Urbana's ADA Coordinator, in person or in writing at 400 S. Vine Street, Urbana, Illinois 61801; by telephone at 217-384-2466 or by email at [HRO@urbanaindinois.us](mailto:HRO@urbanaindinois.us). Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

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I hereby certify that the agenda for the above stated meeting(s) was posted at the Urbana City Building, 400 S. Vine St., on Monday, July 27, 2026.

*Femi Fletcher*

Attest: Molly Lynch, Executive Assistant

## **PUBLIC INPUT**

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

### **Email Input**

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: [citycouncil@urbanaininois.us](mailto:citycouncil@urbanaininois.us). The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

### **Written Input**

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

### **Verbal Input**

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a

speaker who engages in the conduct or behavior proscribed under “Verbal Input”. Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker’s microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

### **Accommodation**

If an accommodation is needed to participate in a City meeting, please contact the City Clerk’s Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: [CityClerk@urbanillinois.us](mailto:CityClerk@urbanillinois.us)



# FIRE PREVENTION AND EDUCATION OFFICER

## JOB DESCRIPTION

|                       |                                                      |                      |                          |
|-----------------------|------------------------------------------------------|----------------------|--------------------------|
| <b>Department:</b>    | Fire                                                 | <b>Division:</b>     | Community Risk Reduction |
| <b>Work Location:</b> | Urbana Fire Department                               | <b>Percent Time:</b> | Full-time (100%)         |
| <b>Job Type:</b>      | Civil Service                                        | <b>FLSA Status:</b>  | Non-Exempt               |
| <b>Reports To:</b>    | <del>Fire Chief</del> <u>Deputy Fire Chief (CRR)</u> | <b>Union:</b>        | Non-union                |

## JOB SUMMARY

Under general direction, the ~~Public Education and Prevention~~ Fire Prevention and Education Officer is responsible for planning, coordinating, and implementing public education activities and fire prevention programs and conducting fire investigations. This position is also primarily responsible for code enforcement and field operations of the Community Risk Reduction (CRR) Division (~~CRR~~); ~~Responsibilities include~~ Responsibilities include for conducting code enforcement inspections, coordinating public safety education, fire prevention activities, ~~and fire investigation activities~~; and CRR for program functions and projects as assigned. This position ~~will be~~ is responsible for enforcement and education activities pertaining to the entire Urbana community, ~~core with jurisdictional focused responsibilities will be concentrated to~~ on either the City of Urbana or the University of Illinois campus, as assigned by the Deputy Fire Chief of CRR.

## ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Performs fire and life safety code inspections in City and University of Illinois commercial and residential buildings; enforces fire and life safety codes for City properties and reports code violations for the University of Illinois properties to appropriate University staff.
- Reviews building plans to assure compliance with building and fire codes and provides recommendations to the University of Illinois on fire suppression and detection systems, as well as operational concerns relating to the delivery of fire and emergency services on the UIUC campus.
- Liaises with property owners to provide information and education on fire safety risk mitigation; provides guidance to motivate compliance with fire code regulations; reports or escalates repeated non-compliance and complex safety issues as required.
- Coordinates and presents public fire and life safety prevention programs with ~~numerous~~ various agencies to ensure the most effective use of community resources.

- Interviews and counsels juvenile fire setters to gather fact-finding information and to influence their future behavior.

## Fire Prevention and Education Officer

### City of Urbana

- Responds to and resolves citizen complaints of alleged code violations or hazards.
  - Prepares and presents reports on various public safety issues related to areas of responsibility to community stakeholders, City staff, and members of the public ~~on various public safety issues as assigned or required~~ needed.
  - Issues fire prevention permits as required by fire code.
  - ~~Serves as campus Public Information Officer for the fire department; prepares~~ Prepares fire safety announcements for media; works closely with City of Urbana staff or the University of Illinois staff in promoting to promote fire safety similar activities and awareness ~~on the campus.~~
  - Assists in coordinating activities of staff during public information, education, and community relations programs and events related to CRR displays.
  - Assists in coordinating operational analysis of data and program evaluation on services, programs, and projects assigned to the CRR Division, including but not limited to fire prevention, and public safety education, ~~and fire investigations.~~
  - Assists in coordinating the Public Safety Education and Fire Prevention programs with numerous other agencies, including but not limited to the University of Illinois and the City of Champaign.
  - Provides input and makes recommendations for long-range risk reduction planning to establish future departmental and division needs.
  - Presents and facilitates fire safety classes and workshops for various school and community groups.
  - Identifies and tracks CRR trends, developments, and public education needs and opportunities in the area of fire service risk reduction; develops applicable education programs and materials or makes recommendations as required.
  - ~~Conducts fire investigations to determine origin and cause and may appear in court as required.~~
  - ~~Trains employees~~ fire department staff in fire code, ~~fire investigations,~~ public education, public information dissemination, and community relations programs, activities, requirements, and best practices.
  - ~~Disseminates information concerning special fire department events and other departmental operations to the department, the community, and other agencies.~~
  - ~~Prepares and delivers reports to various organizations.~~
- Prepares lists of pre-incident plans, Knox Box information, and walkthroughs for City and campus buildings.
- ~~May serve as Fire Marshal as assigned by the Fire Chief or designee.~~ Completes department assigned training.

## Fire Prevention and Education Officer

- Performs other related duties as assigned

Signed Urbana

## **JOB REQUIREMENTS**

### **Education & Experience**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Completion of a high school diploma or G.E.D equivalent.
- A minimum of two (2) years of professional experience in fire code enforcement, fire prevention, public safety, and/or commercial building inspection, or comparable related experience. Professional experience refers to full-time, paid employment.
- Preferred qualifications:
  - At least five (5) or more years of professional progressively responsible, professional experience coordinating or facilitating fire service Community Risk Reduction programs or activities, to include fire code enforcement, public education, and/or fire prevention activities. in fire prevention, public safety and/or building inspection, or comparable related experience.
  - Two (2) or more years of professional experience in fire and arson investigations or current certification as a State of Illinois Certified Fire Investigator I.
  - An associate's or higher degree in fire science, fire protection technology, or a related field from an accredited college or university.
  - State of Illinois certification as Basic Fire Prevention Officer.

~~\*Professional experience refers to full-time, paid employment.~~

### **Knowledge and skills:**

- Knowledge of laws, codes, regulations, and ordinances related to fire prevention and inspection of property.
- Knowledge of hazardous materials.
- Knowledge of principles and best practices in fire and life safety prevention and public education.
- ~~Familiarity with or ability to learn various~~ Proficiency with Microsoft Office software and familiarity with industry-related software, including but not limited to records management software, pre-incident planning software, ~~and Microsoft Office software~~ or the ability to learn.



## Fire Prevention and Education Officer

- Excellent oral and written communication skills
- Outstanding customer service skills.

### **Ability to**

- Prepare work analyses and technical reports, including but not limited to inspection reports.
  - Prioritize and schedule a variety of activities and tasks as assigned.
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- ~~Identify fire and life safety hazards.~~

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- Provide and maintain organized records of inspections and reports.
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- Develop and deliver training and instructional materials and present them to department personnel and the general public.
- Review and inspect fire suppression and fire alarm systems.
- Communicate tactfully and effectively professionally with staff, public officials, media, and the general public and to present ideas clearly and concisely in oral and written form to a wide variety of audiences.
- Interact courteously and effectively with the public, contractors, architects, engineers, and other City personnel and government agencies regarding the enforcement of building construction codes and ordinances.
- Remain calm under pressure and during stressful interaction.
- ~~Work with~~ Maintain security of confidential information.

### **Licenses, certifications, and memberships required**

- Must possess and maintain a valid State of Illinois driver's license within fifteen (15) days of hire upon hire and have a safe driving record.
- ~~Must possess and maintain an Illinois Class B driver's license within 15 days of hire.~~
- ~~Must possess and maintain State of Illinois Fire Inspector I certification, NFPA 1030 Fire Inspector, IFSAC Fire Inspector I, ProBoard Fire Inspector I, or International Code Council Fire Inspector I certification.~~
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- First Aid/CPR certification; ~~State of Illinois or National Registry EMT certification is preferred.~~
- Must possess or acquire within two years of hire and maintain:
  - State of Illinois certification as Fire Inspector II, NFPA 1030 Fire Inspector, IFSAC Fire Inspector II, Pro Board Fire Inspector II, or International Code Council Fire Inspector II

## Fire Prevention and Education Officer

### certification.-

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~~○ State of Illinois certification as Certified Fire Investigator.~~

○ State of Illinois certification as Public Fire and Life Safety Educator I, IFSAC Public Fire and Life Safety Educator I, or ProBoard Public Fire and Life Safety Educator I.

~~○ State of Illinois certification as Basic Fire Prevention Officer.~~

### **Contacts: Internal/External**

- ~~Ongoing~~ Frequent contact with the public, City and University of Illinois staff and officials, and other public safety agencies.
- ~~Occasional contact with media.~~
- ~~Daily contact with the general public, Champaign Fire Department, City of Champaign staff, City of Urbana staff, and University of Illinois staff and students., Champaign Fire Department, and City of Champaign staff.~~
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### **Special requirements**

- Hazardous situations may be encountered in the ~~line of duty~~ performance of work.
- ~~On emergency calls in areas of assigned responsibility.~~
- Must be able to work a flexible work schedule, including occasional evenings and weekends.

### **Supervision received**

- Works under the direction of the Deputy Fire Chief of CRR; ~~or his or her designee;~~ develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.
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### **Level and complexity of supervision exercised**

- This position is not responsible for supervising any staff positions.

### **Security Level**

- Level LIC: essential functions require the employee to possess a license, credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment in a particular occupation or position.
- Level MVR: essential functions require frequent use of City vehicles.
- Level PII: essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.
- ~~Level CVA: essential functions require the incumbent to perform specific or frequent work with children and/or vulnerable adults with minimal supervision.~~

### **Physical Demands and Working Conditions**

## Fire Prevention and Education Officer

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Physical Demands: vision requires the ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; hearing requires ability in the normal audio range with or without correction. Must be able to keep or regain body balance in unstable positions. The work environment involves potential high risk and/or stress due to exposure to dangerous situations, hazardous materials, and/or unusual environmental stress from working in high-risk situations and/or high noise levels, poor ventilation, and/or extremes of heat or cold. Protective gear and/or special equipment is occasionally required. Work requires sitting and standing for long periods, walking, bending, stooping, kneeling, crouching, and reaching. May require occasional lifting of objects weighing up to 50 pounds.

Working Conditions: Standard office setting and frequent visits to inspection sites; frequent work within private residences, businesses, and private institutions (hospitals, etc.); occasional work in buildings with unsound structural systems; frequent work in cramped spaces such as basements and crawlspaces; occasional work on ladders & roofs; occasional work requiring walking on uneven surfaces and/or exposed beams of buildings. occasional evening and evening or weekend work may be necessary. Possibility of exposure to toxins (fumes, gases, asbestos, etc.) exists. Possibility of contact with electrical hazards. Work environment could include small, cramped areas such as ceiling crawl spaces, closets, etc. and could require climbing ladders or steps to reach work areas and working at heights greater than ten feet.

#### • ~~Working Conditions:~~

- ~~○ While some work will take place in a standard office setting, the successful candidate should expect to work in a variety of emergency response situations as needed.~~
- ~~○ May work in adverse weather conditions.~~
- ~~○ May work in narrow spaces, confined spaces, and heights.~~
- ~~○ May involve contact with the public under stressful conditions.~~
- ~~○ Conduct field inspections and fire and arson investigations in varying climate and temperature conditions.~~
- ~~○ Lifting and operating assigned equipment.~~

#### • ~~Physical Demands:~~

- ~~○ Walk on uneven and/or slippery surfaces.~~
- ~~○ Reach for items above the head and below the feet.~~
- ~~○ Climb up and down ladders.~~
- ~~○ Enter confined environments.~~
- ~~○ Move quickly and easily, crawl, stoop or bend.~~
- ~~○ Visual acuity sufficient to read gauges and observe conditions at inspection sites in a variety of lighting conditions.~~
- ~~○ Maintain effective audio visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment.~~
- ~~○ Maintain mental capacity, which allows for effective interaction and communication with others.~~
- ~~○ Maintain physical condition appropriate to the performance of assigned duties and~~

## Fire Prevention and Education Officer

~~responsibilities, which may include walking, standing, or sitting for extended periods of time.~~

- ~~○ **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.~~
- ~~○ **Hearing:** Hear in the normal audio range with or without correction.~~

*The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*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.*

### Class Specification History

General revision: 7/29/26

General revision: 11/29/2023

General revision: 6/8/2020

General revision: 3/19/2020

General revision: 1/12/2012

*For HR/Finance Use*

|                       |                          |
|-----------------------|--------------------------|
| <b>Job Class Code</b> | <b>Pay Grade<br/>111</b> |
| <b>EEO Category</b>   | <b>LVL</b>               |

