

**Job Title:** Fire Inspector

**Department:** Fire

**FLSA Category:** Non-Exempt

**Salary Range:** 24.95 to 25.50 based on knowledge, experience, and education

**Reports to:** Fire Marshal

**Other:** Has regular contact with city department heads, firefighters, other city departments, the general public, civic groups, and outside agencies and departments concerned with fire suppression and prevention.

### **Job Duties**

- Assist the Fire Marshal in planning, organizing, coordinating the Fire Prevention Division. Perform fire and life safety inspections, permit inspections, investigations and plan reviews for occupancies within the City of Leander.
- Respond to emergencies, when assigned, to fires and operate as assigned by Incident Command.
- Consultations/meetings; inform and clarify code requirements and fire prevention responsibilities to architects, contractors, attorneys, engineers, developers, fire service personnel, and the general public as requested.
- Perform review of subdivisions, plats, site and construction plans for new or remodeled buildings in order to ensure the compliance with applicable fire codes, laws, regulations, and standards. Perform review of fire protection systems and fire permit (e.g., pyrotechnics, blasting, controlled burn, mass gathering event, trench burning, etc.).
- Inspect buildings to locate life safety hazardous conditions and fire code violations such as accumulations of combustible material, electrical wiring problems, and inadequate or non-functional fire exits, etc.
- Inspect newly constructed, renovated, tenant finish out projects in order to provide a certification of occupancy.
- Inspection and acceptance testing of newly installed/modified fire protection systems verifying that such systems are installed in accordance with appropriate laws, codes, ordinances, regulations, and standards.
- Identify corrective actions necessary to obtain compliance with applicable fire codes, laws, regulations, and standards, and explain these measures to property owners or their representatives.
- Inspect properties that store, handle, and use hazardous materials to ensure compliance with laws, codes, and regulations, and issue hazardous materials permits to facilities found in compliance.
- Conduct fire code compliance follow-ups ensuring corrective actions have been taken in where violations were found.
- Investigate complaints of fire hazards and hazardous materials violations, prepare correction notices, issue citations and perform other duties necessary to prevent the recurrence of safety related crimes or violations.

- Attend training classes in order to maintain certifications and current knowledge of fire prevention, life safety, and investigative procedures. Attend and participate in professional meetings (internal and external); stay informed of new trends and innovations in the field of fire suppression, fire prevention, and fire investigation.
- Direct and conduct detailed investigations of the fire scene to determine origin and cause and work cooperatively with law enforcement agencies during criminal cases.
- Other duties may be assigned.

**Education and Experience:**

**Required**

Associate's degree (A.A.) or equivalent from two-year college or technical school; or a minimum of two years related experience; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations Required:**

- Valid State of Texas Driver's License Class B Exempt
- Texas department of State Health Services EMT-Basic or higher
- Texas commission on Fire Protection Fire Officer I
- Texas Commission on Fire Protection Basic Firefighter or higher
- Texas Commission on Fire Protection Fire Inspector
- Texas Commission on Fire Protection Fire Investigator
- NIMS: ICS 100, 200, 300, 700, 800b

**Preferred**

Bachelor's degree (B.A./B.S.) from four-year college or university; or a minimum of four years related experience; or equivalent combination of education and experience.

**Knowledge, Skills, and Abilities:**

**Knowledge:** Position requires knowledge of principles, methods and practices of modern fire science and fire prevention technology; the International Fire Code; applicable local, state and federal fire codes, ordinances and regulations; characteristics and behaviors of fires; fire protection systems and building construction; National Fire Protection Association (NFPA) fire protection design standards. Knowledge of physics, chemistry and mechanics as related to fire investigation, including general properties of flammable and combustible liquids, flash point and ignition temperatures, possible ignition sources and fire causes, and combustible, explosive and radiological materials. Familiarity with basic wiring and equipment. Knowledge of proper investigative methods and techniques; laws of search and seizure; laws of arrest; state and local laws and regulations governing the proper maintenance and release of evidence and records associated with fire investigations.

**Skills:** Requires skills for proper review and comprehension of building plans and specifications; conducting building plan review to determine compliance with adopted fire codes and other applicable regulations and recognized standards; effective code enforcement techniques; dealing effectively and persuasively with the public; utilizing appropriate computer software to prepare necessary reports; making relevant mathematical calculations. Also, maintaining cooperative working relationships with builders, contractors, City staff and the general public with both tact and firmness; identifying the general properties of compressed and liquefied gases; identifying the classifications of explosives;

listening, observing and gathering information from a variety of sources; carefully examining evidence, observing details and analyzing investigative findings to arrive at logical conclusions.

**Abilities:** Ability to plan, organize, evaluate and participate in a comprehensive fire prevention program; recognize fire hazards; properly interpret structural, architectural, mechanical, plumbing and electrical plans and specifications. Communicate effectively, both orally and in writing; properly prepare and maintain a variety of records and reports; read and interpret construction plans and specifications; effectively represent the City and the Fire Department when meeting with contractors, engineers and developers as well as in public meetings; work effectively and cooperatively with the general public; maintain high standards of ethical conduct. Apply technical knowledge, follow proper inspection techniques and detect deviations from plans, regulations and standard safety practices; display a high level of initiative, effort and commitment towards completing assignments efficiently; work with minimal supervision; demonstrate attention to detail; compile evidence, analyze findings and prepare necessary reports; deal effectively with persons representing divergent backgrounds, interests and points of view; make sound decisions and recommendations; effectively testify in court.

Experience in using computer, typewriter, calculator, telephone, tape recorder, fax machine, copier, phones and postage machine. Skill in the operation and care of fire apparatus and equipment. Skill in collection of evidence at fire scene using modern technology and equipment.

**Working Environment:**

The work environment characteristics described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and/or move up to 30 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 ability to adjust focus.

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

While performing the duties of this job, the employee may be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils; risk of electrical shock and explosives. The noise level in the work environment is usually moderate except in emergency situations. Uses protective personal equipment. May be exposed to blood-borne pathogens and other infectious materials in the course of their duties. This position is subject to call out.

**To Apply:**

Applicants must refer to the position posting