JOB OVERVIEW

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<th>Job Title</th>
<th>Fire Inspector</th>
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<td>Fire</td>
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<td>EEOC Category</td>
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<td>$64,501 - $78,416</td>
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GENERAL JOB DESCRIPTION

To conduct inspections of properties and check for compliance with fire codes and regulations. To investigate fires to determine causes and pursue any signs of possible arson.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Conducts inspections, especially for large commercial buildings, to check for compliance with fire codes and regulations.

Follows up on preliminary investigations by fire captain as to the causes of all fires and pursues any signs of possible arson.

Conducts inspection of fire prevention and fire safety programs for public buildings, especially high occupancy locations, such as schools, auditoriums, hospitals, hotels, and jails.

Conducts investigation of hazardous operations, such as foundries, petrochemical plants, and electrical generating facilities, to ensure compliance with appropriate safety procedures and fire regulations.

Trains subordinate personnel regarding fire codes and standards and interprets codes for the public.

Maintains proper, accurate records of inspections, investigations, and other activities.

Participates in community emergency response planning and in actual emergency situations.

Perform all other duties as assigned.
EDUCATION & EXPERIENCE

Bachelor’s degree in Fire Science or a bachelor’s degree in another field plus 40 units of Fire Science plus four years of experience as a member of a fire department with at least one year as a fire inspector.

Alternate qualifications would be an associate degree in Fire Science or another field with 20 units of Fire Science together with five years of experience as a member of a fire department with at least one year as a fire inspector.

LICENSES & CERTIFICATES

 Possession of a valid driver’s license.

 Basic Fire Inspector Certification

 Failure to obtain appropriate certification will result in non-disciplinary termination.

KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of Uniform Fire Code, Uniform Building Code, State Administrative Code, and National Fire Code, as well as departmental rules, regulations, and procedures.

Demonstrated ability as an inspector to deal with individuals from a wide diversity of backgrounds and elicit community support for fire prevention and safety.

Good written and oral communication skills.

Good organizational and managerial skills.

Ability to establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.