



# *City of Humble*

## **Employment Opportunity**

### **Part Time – Fire Inspector/Investigator**

#### **FM-20231020-PTFI**

<b>JOB TITLE:</b>	<b>Fire Inspector</b>	<b>FLSA STATUS:</b>	<b>Non Exempt</b>
<b>JOB CLASS:</b>	<b>Part Time</b>	<b>DEPARTMENT:</b>	<b>Fire Marshal</b>
<b>REPORTS TO:</b>	<b>Fire Marshal</b>	<b>LOCATION:</b>	<b>110 Main St</b>
<b>WORK HOURS:</b>	<b>8am – 12pm (8-24 hours per week)</b>	<b>ESSENTIAL*:</b>	<b>No</b>

#### **Position Summary:**

Conducts Fire and life Safety Inspections of existing and new structures to eliminate fire hazards.

#### **Duties and Responsibilities:**

- Works closely and provides support to the Fire Marshal to reach internal and external goals and objectives;
- Keeps the Fire Marshal fully informed on Fire Code Enforcement, Fire Investigations and Fire Prevention activities that require his/her attention and/or awareness;
- Research existing codes as they apply to existing buildings; present and interpret fire prevention and fire code information to citizen groups, organizations and business owners;
- Inspect commercial establishments for yearly compliance with adopted applicable fire codes, when changes in occupancy type or construction modifications warrant and on complaint, document findings and report on resolutions to findings;
- Conduct Certificate of Occupancy inspections of businesses; inspect new and existing fire protection systems, fire detection systems and fire safety equipment to ensure proper operation;
- Report and issue citations for fire code violations inspections; testify in court regarding violations;
- Assist in the Investigation of all applicable fires; assist in the investigations to determine fire cause and origin;
- The Part-time Fire Inspector shall perform any other such duties as prescribed by the Fire Marshal, City Manager, Mayor or City Council.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of organization, functions and activities of local government and the department.
- Knowledge in the use of Windows based data management, including; Microsoft Word, Excel, Power Point and Access and Internet Explorer.
- Knowledge of Fire Codes and City Ordinances.
- Knowledge of NFPA standards.
- Knowledge of Emergency Management- Local, State and Federal laws and codes
- Ability to maintain detailed and accurate records and filing.
- Good interpersonal, oral, and written communications skills.
- Ability to establish and maintain effective working relationships with other departments, employees, and the general public.

#### **Minimum Requirements:**

- High School Diploma or equivalent
- Valid Texas Driver's License
- Experience and knowledge in Fire Inspections, building construction and Fire investigation
- Must Hold TCFP- Inspector 1, 2, and Plans Review
- Must hold certification under the FEMA- National Incident Management System (NIMS) levels 100, 200, 700, and 800.
- Must be able to pass a background check, pre-employment screening that includes alcohol and drug screening, physical, and physical fitness test

**Preferred Requirements:**

- College degree in Fire Science or Emergency Management
- TCOLE certification
- TCFP Fire Investigator certification

**Physical Demands/Working Conditions:**

Performance of the duties of this job includes that the employee is regularly required to walk, stand, stoop, and sit at a desk. Moderate lifting of Fire Inspection and Fire Investigation equipment and office supplies will be required as well as routine maintenance of the equipment. Ability to work in hazardous condition pertaining to Fire Inspections and Fire Investigations. To perform this job successfully, the person in this position must be able to perform each essential job function satisfactorily.

The statements contained in this job description reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other divisional areas to cover for absences, to equalize work during peak periods and/or otherwise balance workload.

***Resumes will not be accepted in lieu of an application. Applications may be downloaded at the City of Humble website at [www.cityofhumbletx.gov/job-posting-and-job-applications](http://www.cityofhumbletx.gov/job-posting-and-job-applications) . Once the application is completed it should be emailed to [careers@cityofhumble.net](mailto:careers@cityofhumble.net) . Please be sure to include the Job Number in the Subject line on all emails.***

***The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews. Only applicants selected for interviews will be contacted.***