

FIRE MARSHAL/INSPECTOR- City of Richwood

DEFINITION:

Under general supervision, enforce all laws of the State of Texas fire codes and ordinances of the City of Richwood. Conducts inspections of residential, educational, institutional, commercial, hazardous and industrial properties to determine and enforce compliance with fire safety laws and ordinances. Works with business owners, managers, and employees in a cooperative manner to gain and maintain compliance with all fire codes and ordinances with the goal of providing a safe environment in which to work, learn, and live.

This is a single-incumbent classification. Employee reports to the City Manager.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Participates in residential, commercial, and public building inspections to determine and enforce adherence to safety laws and ordinances, including the Fire and Life Safety Code.
- Participates in fire prevention and educational programs through the media, schools, civic groups, businesses and the public.
- Participates in community service activities.
- Participates in the Public Education efforts of the Richwood Volunteer Fire Department.
- Ensure all high and medium hazard occupancies are inspected every year and low hazard occupancies are inspected at least every 2 years.
- Provides monthly records and reports on all inspections, code violations, violation notices given, and follow-up inspections that were required.
- Maintain accurate files and records.
- Able to work independently on a daily basis to coordinate, schedule, and complete inspections within targeted area.
- Meets with, informs, instructs and educates members of the business community and the public on hazards of fires and on fire safety practices.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Common fire hazards
- Methods and techniques of report preparation.
- Operations, services and activities of the city.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Interpret and apply applicable codes and ordinances to various commercial, industrial, and residential facilities.
- Recognize fire hazards common to public facilities, and of manufacturing and residential structures.
- Make detailed inspections, analyze findings, and prepare reports and recommendations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL AND MENTAL DEMANDS:

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

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists; climb ladders as needed. The employee is frequently required to lift or move moderately heavy objects.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment:

The employee works in an office environment with frequent travel from site to site; exposure to computer screens; field conditions for inspections. Certain assignments within the classification may require availability to work flexible schedule.

Requirements

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

- High School Diploma or GED required.
- Supplemental training or experience in the fire industry preferred.

LICENSES AND CERTIFICATES:

A valid Class C State driver license is required at the time of appointment and must be maintained throughout employment. Possession of or ability to obtain and maintain a Basic Inspector certificate issued by the Texas Commission on Fire Protection within 6 months of employment.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, appropriate Fire Inspector Certificate issued by the Texas Commission on Fire Protection within 6 months of employment.