



City of Humble
Employment Opportunity
Job Number- FM-20190123-PTFI

DATE POSTED: 01/23/2019

JOB TITLE: Fire Inspector

JOB CLASS: Part-time

REPORTS TO: Fire Marshal

WORK HOURS: 8am – 5pm (16 -19 hours per week)

Hours cannot exceed 999 per year

OPEN UNTIL: Filled

FLSA STATUS: Non-Exempt

DEPARTMENT: Fire Marshal

LOCATION: 110 W Main St

ESSENTIAL: No

The City of Humble Fire Marshal Department is currently accepting applications for the position of Part-Time Fire Inspector.

Position Summary: Performs fire inspections of existing and new structures to eliminate fire hazards and assure safe egress of structures.

Duties & 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 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;
- Represent the City of Humble Fire Marshal's Office at local, county, state meetings, seminars and like events;
- 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 & Abilities:

- 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 applicable laws, rules, regulations, ordinances and codes pertaining to fire inspection, safety procedures and standards, and hazardous materials, and knowledge of the characteristics of hazards and their consequences;
- Knowledge of the principles, practices, methods, and techniques of fire, and the ability to write reports and correspondence;
- Knowledge of the geography of the City including major streets, buildings, and landmarks;
- Skilled in performing effectively in interpersonal situations and execution of managerial responsibilities; interact positively with others; demonstrate tact and courtesy in communications and work cooperatively;
- Skilled in effective communication both orally and in writing;
- Skilled in effective time management and resource utilization;

Part-Time Fire Inspector
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- Skilled in the uses of work aides, such as personal computer, calculator, telephone, tools and equipment used by Part-time Inspector.
- Ability to establish and maintain effective working relationships and utilize interpersonal skills necessary to deal with all kinds of people in stressful situations;
- Ability to actively listen and demonstrate competence and interest to the general public, citizens, and co-workers, and capable of working full-time;
- Ability to confront potentially dangerous situations without displaying fear and to maintain a calm composure during emergency situations;
- Ability to make independent judgments;
- Ability to read blueprints, architectural drawings and building plans;
- Ability to read and understand written instructions, analyze experience data, interpret and apply construction codes, ordinances, regulations, technical manuals, and reports;
- Ability to use formulas, graphs and charts for calculating water flow and pump discharge; for performing hydrant flow tests; calculating budgets and expenditures projections; statistical reporting;
- Ability to hear and understand oral communications both in person and by telephone and radio;
- Ability to identify corrective actions, issue citations for violations and document efforts to bring commercial properties into compliance with laws, codes, regulations, ordinances and standards;
- Ability to present a positive image of the City at all times.

Minimum Requirements:

- High school diploma or general education diploma;
- Fire Inspector and Plans Examiner certification from the Texas Commission on Fire Protection or the International Fire Service Accreditation Congress (IFSAC);
- Must have a valid Class B driver's license and maintain a good driving record;
- NIMS certification 100, 200, 700, 800.

Physical Demands/Working Conditions:

Position requires rigorous physical effort, including extensive walking, climbing and stooping as needed. Exposed to dirt, dust (frequently), noise, heat, odors, fumes, bad lighting (frequently), electrical hazards (frequently), fire and chemical hazards. Use of force may be required on occasion. May be required to work outside in all weather conditions. May be exposed to emergency conditions that are extremely harsh with severe physical hazards; physical injury is a realistic possibility.

Resumes are not accepted in lieu of an application. Applications may be downloaded at www.cityofhumble.com , under Links select Employment. Once the application is completed it should be emailed to 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.