



# Travis County Emergency Services District No.12

## Fire Marshal's Office

405 W. Parsons St. • PO Box 846

Manor, Texas 78653

O: 512-272-4502 • F: 512-428-5114

www.TCESD12.com

## NOTICE OF POSTING

### Fire Inspector / Plans Review

**POSTED DATE: October 26, 2017 - CLOSING DATE: February 2, 2018 at 16:00 hours**

**SALARY: \$49,335 - \$52,665 + Benefits**

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Travis County Emergency Services District No.12 (TCESD12), a rapidly-growing, progressive community of traditional values, is currently seeking qualified applicants for the position of Fire Inspector/Plans Review as authorized by the TCESD12 Board of Commissioners and the Fire Chief. Carefully review the job summary, qualifications, and instructions before applying for this position. Only applicants meeting the minimum required qualifications listed for this position need apply. If interested, applicant must submit all required documents by the closing date either in person or by mail. A postmarked date does not qualify as the submission date. Emailed applications will **NOT** be accepted.

**Incomplete applications or those received after the closing date/time will not be kept on file or considered for this posting process.**

#### **TO BE ELIGIBLE, THE APPLICANT MUST:**

- be at least 18 years of age on or before the date of applying;
- be a citizen of the United States by birth or naturalization;
- have a high school diploma or GED;
- be able to read, write, and speak the English language;
- pass a thorough criminal background investigation, driving record, reference and credit check;
- successfully complete an Oral Interview Process;
- successfully complete a medical examination and a Drug and Alcohol Screening;
- possess at a minimum a Texas Class B exempt driver license;
- not have been convicted of a DWI or DUI within the last 7 years;
- not have been convicted of a felony;
- not have been convicted of a Class A or B misdemeanor within the past 7 years;
- not have been discharged from any military service under less than honorable conditions;
- have knowledge of Microsoft Office;
- be of good moral character.

**Applications are available at Travis County ESD12's central station or on our website at [www.TCESD12.com](http://www.TCESD12.com). Completed applications must be submitted in a sealed envelope;**

- by mail to Travis County ESD No.12, Attn: Employment, PO Box 846. Manor, TX 78653 or
- in person to the Administration Office, Attn: Employment, 405 W. Parsons St. Manor, TX 78653

**Equal Employment Opportunity Statement** - Travis County ESD No.12 does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Sexual Orientation or Parental Status, Age or Disability in employment or the provision of services.

**DISTRICT BENEFITS**

- Texas County and District Retirement System (TCDRS)
- Supplemental retirement system (457)
- 100% Employee Medical, Vision, and Dental Coverage. 20% Dependent Coverage.
- Life Insurance
- Long Term Disability Insurance
- Paid Time Off (PTO) and Sick Leave
- Employee Assistance Program (EAP)

**PROCESS INCLUDES but not limited to:**

- Submittal of complete application, letter of intent, and required documents submitted by mail or in person. A confirmation email will be sent out upon receipt of application.
- Candidate application will be reviewed for completeness by TCESD12 Administration.
- Applicants' criminal history and driving record will be reviewed. *This step may or may not disqualify an applicant for current and future consideration. It is recommended the applicant include a detailed explanation of entries in their criminal history and driving record.*
- Successfully pass the Oral Interview Process;
- Extensive background and reference check will be conducted. *This step may or may not disqualify an applicant for current and future consideration. It is recommended the applicant include a detailed explanation of gaps in employment.*
- Chief Interview
- Medical Exam and Drug Screen. *This step may or may not disqualify an applicant for current and future consideration.*
- Conditional Offer of Employment given.

**MINIMUM QUALIFICATIONS, at the time of applying:**

- Three (3) or more years working experience in inspections and plans review
- Structure Firefighter Intermediate: TCFP
- Fire Inspector Intermediate: TCFP
- Fire Instructor I: TCFP
- Fire Officer I: TCFP
- Department of State Health Services – EMT-B: DSHS
- NIMS 100, 200, 700, 800: FEMA

**PREFERRED QUALIFICATIONS:**

- Vast knowledge of the International Fire Code 2009 and 2015: IFC
- Structure Firefighter Advanced: TCFP
- Incident Safety Officer: TCFP
- Fire Investigator: TCFP
- Fire Instructor II: TCFP
- NIMS 300 and 400: FEMA
- Texas Commission on Law Enforcement Basic: TCOLE

Preference may be given to applicants with Preferred Qualifications

*Candidate **must** successfully pass the Austin/Travis County Office of the Medical Director (ATCOMD) Credentialed at the Emergency Medical Technician- Basic level.*

- *Clinical Operating Guidelines (COG's) can be found at [www.ATCOMD.org](http://www.ATCOMD.org)
  - **Successful completion of the ATCOMD COG's is a condition of employment.***

**Anticipated Start Date: February 15, 2018**

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If you have questions regarding this process, please contact Chief Ryan Smith at RSmith@tcesd12.com. Please include your contact information within the email.

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- OR**
- in person to the Administration Office, Attn: Employment, 405 W. Parsons St. Manor, TX 78653
    - Office hours are 9 am to 4 pm Mon - Fri.