

	<h1>Travis County ESD 12 Policy and Procedure</h1>	<p>General Order Number</p> <h2>J131</h2>
<p>Subject:</p> <h2>Fire Prevention Inspector Job Description</h2>	<p>Effective Date: 01/12/2016</p>	<p>Rescinds: All Previous Versions</p>
		<p>Pages:</p>
<p>Application:</p> <h2>Staff</h2>	<p>Authorized By:</p> <p>Ryan S Smith, Fire Chief</p>	

**Definition**

Under direction of the Fire Investigator, the Fire Prevention Inspector issues fire permits, conducts fire permit inspections and fire education programs, identifies, investigates and resolves potential violations of local, municipal, state, national, and international laws, ordinances, codes and regulations including, but not limited to, building and fire code and nuisance abatement regulations, and provides information and general assistance to business owners, homeowners, tenants, and the public.

**DESCRIPTION**

The Fire Prevention Inspector performs initial and annual inspections of existing buildings and fire protection systems, and review of new construction and fire protection systems to insure compliance with laws, ordinances and regulations pertaining to the control and prevention of fires; develop, organize and coordinate specific fire and life safety programs and services; issue fire permits; and provide responsible administrative and technical assistance in support of the County and City Fire Prevention programs and its customers.

This position is distinguished by the performance of tasks that include plan review, administration of fire prevention programs, conduct routine fire inspections as needed in the community, oversees new construction and alterations and performs related duties as required.

**Essential job functions**

The fire prevention inspector duties may include, but you are not limited to the following:

- provides technical advice to departmental offices/staff, business owners and the general public on the interpretation or application of the fire safety and building codes and regulations and ensures compliance;
- Schedules, coordinates and performs business inspections, and issues fire permits;
- prepares inspection reports;
- maintain statistics and records of inspections;
- identifies corrective actions to be taken by business owners and monitors activities to ensure compliance with codes, laws and regulations;
- investigates and documents complaints of violation of international, state and local laws, ordinances and codes within the purview of the fire department

- identifies violations of other county and city codes and regulations and notifies appropriate officials
- attends administrative hearings as required
- provides regular inspections of construction projects
- prepares a variety of written reports
- develops and presents fire prevention programs to the public
- perform other duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- the International Fire Code
- structure of various agencies to understand the working relationships between national, state, local, and private organizations
- departmental relations, policies, procedures and work methods
- basic report writing techniques including English usage, spelling, punctuation and grammar
- general office recordkeeping and filing methods

### **Ability to:**

- follow proper inspection techniques, and detect deviations from plans, regulations, and standard safety practices
- understand and learn to apply codes, ordinances, laws, rules, regulations and policies
- understand and follow verbal and written instructions
- establish and maintain effective working relationships with those contacted in the course of work
- prepare clear and accurate reports
- communicate effectively, both orally and in writing
- operate a variety of office equipment, including computers
- work effectively on multiple tasks
- present a professional demeanor and image

### **Required Experience and Training:**

- Three (3) years of full-time experience in fire prevention inspection and plans review
- Structure Intermediate- TCPF
- Fire Instructor I- TCFP
- Fire Officer II- TCFP
- Incident Safety Officer: TCFP
- Fire Inspector- TCFP
- NIMS 100, 200, 700, 800: FEMA