



HARRIS COUNTY

Human Resource & Risk Management
Houston, TX 77002

<https://agency.governmentjobs.com/harriscountytx/default.cfm>

invites applications for the position of:

Fire Inspector

An Equal Opportunity Employer

SALARY: Depends on Qualifications

OPENING DATE: 03/25/20

CLOSING DATE: 04/25/20 11:59 PM

POSITION DESCRIPTION:

The incumbent is responsible for the day-to-day fire and life-safety hazard inspections in unincorporated Harris County.

Duties and Responsibilities:

- Performs field inspections and related assignments to identify and document deficiencies in accordance with applicable codes, standards, policies, and procedures.
- Establishes and maintains effective working relationships with others in support of program goals and strategic planning.
- Investigates complaints so that complaint information is recorded, process is initiated and resolved, or forwarded to a supervisor when required.
- Prepares for, and participates in legal proceedings presenting information accurately and professionally.
- Completes inventory records on county-owned equipment and supplies.
- Exercises independent decision-making skills.
- Performs other duties as directed by Harris County Fire Marshal Office (HCFMO) management and performs all assigned tasks safely.

Harris County is an Equal Opportunity Employer

<https://hrrm.harriscountytx.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or email ADACoordinator@bmd.hctx.net

REQUIREMENTS:

High School Diploma or GED equivalent

Basic computer skills
Valid Class C driver's license (Texas Upon Hire)

OR

Current Harris County Fire Marshall's Office Employee

NOTICE:

Applicants for this position will be subject to a criminal background check that includes being fingerprinted. This applies to any position with network access to Criminal Justice Information Services (CJIS) or access to an area where CJIS is received, maintained or stored either manually or electronically (i.e. custodian, maintenance).

Automatic Disqualification:

- Convictions, probation, or deferred adjudication for any Felony, and any Class A Misdemeanor
- Convictions, probation, or deferred adjudication for a Class B Misdemeanor, if within the previous 10 years
- Open arrest for any criminal offense (Felony or Misdemeanor)
- Family Violence conviction

NOTE: Qualifying education, experience, knowledge and skills must be clearly stated on your application's employment history. Resumes are welcome, but **we do not use** any information provided on your resume to qualify and refer you to the Hiring Department for consideration.

PREFERENCES:

- Current Texas Commission on Fire Protection (TCFP) Certification as a Fire Inspector (Inspector I & II and Plans Examiner).
- TCOLE Basic Peace Officer or higher.
- If a licensed Peace Officer, eligible to be commissioned by the Texas Commission on Law Enforcement (TCOLE) and appointed by HCFMO.
- Three (3) years of fire service or law enforcement experience.
- Some College; thirty (30) hours
- Previously trained in NIMS IS-700, IS-800, IS-100, IS-200, ICS-300, ICS-400

GENERAL INFORMATION:

HOURS:

- 40 Hours per Week
- Various Shifts; Includes Nights, Weekends, & Holidays

SALARY:

- Commensurate with Experience
- Based on 26-Pay Periods

Due to a high volume of applications positions may close prior to the advertised closing date.

Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:

<https://www.governmentjobs.com/careers/harriscountytx>

1310 Prairie Street, Ste. 240
Houston, TX 77002

Position #05201
FIRE INSPECTOR
BG

employment@bmd.hctx.net

Fire Inspector Supplemental Questionnaire

- * 1. Are you a current Harris County Fire Marshal Office Employee?
 - Yes
 - No
- * 2. Which of the following best describes your highest level of education as it pertains to this position?
 - High school diploma or G.E.D. equivalent
 - Some college (less than 60 college credit hours)
 - Associate's degree (at least 60 college credit hours)
 - Bachelor's degree or higher
 - None of the above
- * 3. Which of the following best describes your verifiable fire service or law enforcement experience?
 - Less than one year
 - One year, but less than two
 - Two years, but less than three
 - Three years, but less than four

- Four or more years
- I do not have this experience
- * 4. Please describe your verifiable fire service or law enforcement experience. Please include your role(s), type of organization and scope of duties and responsibilities. You can make reference to your employment history, but please do not use "See Resume," as we do not use resumes for qualifications. If you do not have this experience, please type "none" in the space provided.

- * 5. Are you currently certified by the Texas Commission on Fire Protection ("TCFP") as a Fire Inspector?
 - Yes
 - No

- * 6. Are you currently certified (at any level) by the Texas Commission on Fire Protection, or eligible to obtain certification by the time of appointment in any of the following? Please select all that apply.
 - Structure Fire Protection
 - Fire Inspector
 - Arson Investigator
 - Fire Investigator
 - Fire Service Instructor
 - Fire Officer
 - Hazardous Materials
 - Driver/Operator-Pumper
 - Fire Department Safety Officer
 - Not certified but I am eligible
 - None of the above

- * 7. Are you currently certified by the Texas Commission on Law Enforcement Officer Standards and Education ("TCOLE") as a licensed Peace Officer?
 - Yes, I am TCOLE certified as a licensed Peace Officer
 - No, I am not certified, but I am eligible to obtain certification by the time of appointment
 - None of the above

- * 8. If you possess either Texas Commission on Fire Protection ("TCFP") and/or Texas Commission on Law Enforcement ("TCOLE") certifications, please indicate state/branch of issuance and date(s) of admission below. If you do not possess current certifications, please type "None" in the space provided.

- * 9. Which of the following describes your level of proficiency using a personal computer and common office software such as MS Office Suite (Word, Excel, PowerPoint, and Outlook). Please select your level of proficiency based on the following descriptions: Advanced: A person with this level of skills is able to produce very large, complex formal documents that require a table of contents, footnotes, endnotes, bookmarks, and other special elements; a wide range of graphic effects, and use advanced techniques for analyzing and manipulating data. Has full mastery of Macro

commands and skills to tie the objects together into a cohesive system by using Macros and Visual Basic for Applications code. Makes interactive presentations by using hyperlinks and action buttons. Intermediate: A person with this level of skills is able to customize toolbars, import and insert graphs, embed Excel data, and elaborate reports. Understands the concepts of databases and is able to work with charts and to use the list management capabilities of Excel. Able to use complex query techniques, create efficient forms and reports, and create Macros to automate these forms. Makes interactive presentations by using hyperlinks and action buttons. Basic: A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup. Has the ability to enter and correct data, modify a workbook, format a worksheet, and use printing functions. Understands the different database concepts and structures and is familiar with data validation and is able to create a simple presentation in PowerPoint, run it, and print it. Entry Level: A person with this level of skills has the ability to open, create, save and modify documents in Word, send and receive email in Outlook and create spreadsheets in Excel. Format documents for printing, comfortable using the printer menu to preview documents. Has ability to change the font, the margins, insert or delete pages and use the built-in spellchecker and grammar check.

- Advanced
- Intermediate
- Basic
- Entry Level
- Not proficient

* 10. Have you completed any of the following National Incident Management System (NIMS) training? Please select all that apply.

- IS- 100
- IS- 200
- IS- 300
- IS- 400
- IS-700
- IS- 800
- None of the Above

* 11. This position requires a valid driver's license. Upon hire, a Texas license must be obtained by start date. Do you have a valid driver's license?

- Yes
- No

* 12. Please provide number, class, state and expiration date below: (Type N/A if not applicable)

* Required Question