

CITY OF MANVEL

FIRE MARSHAL/CODE ENFORCEMENT OFFICER FIRE SAFETY AND CODE ENFORCEMENT DEPARTMENT

Grade: 203

FLSA: E

Hourly Rate Range: \$25.00-40.00

Emergency Operations Classification: Tier 1 Essential

JOB SUMMARY

- Directly responsible for fire inspections, fire safety and prevention, arson investigations, health inspections, code enforcement, and supervision of personnel in Fire Safety.
- Do related work as required
- Inspects property for compliance with codes and laws by making routine field inspections and answering complaints from the public
- Ensure City records have accurate information regarding property ownership
- Prepares reports
- Statistical data and responsible for data entry for City files

EXAMPLES OF ESSENTIAL FUNCTIONS

- Supervise, control, and direct activities of fire safety, inspections, and code enforcement personnel
- Enforce the laws of the City of Manvel and the State of Texas pertaining to fire prevention and arson, health, and code enforcement
- Supervise and conduct investigation of fires involving structural damage (insurance purposes) and that are suspicious in nature (arson and/or fraud)
- Conduct comprehensive education program on fire safety and fire prevention in schools, civic clubs, public, and industrial organizations
- Propose and implement approved department budget under direction of the City Manager
- Read, write, and converse in the English language
- Write by hand and/or input data into computer records, fire inspection forms, offense reports, and other miscellaneous forms utilized by the department
- Display good decision-making abilities
- Walk, carry, climb, kneel, sit, squat, and stand for extended periods of time
- Occasionally work in extreme cold, heat, and temperature swings
- Some exposure to dust, flames, smoke, mechanical, and explosive hazards
- Demonstrate proficiency with approved firearm
- Arrest offenders as necessary
- Assist police department as needed
- Visually and physically inspects houses and property and business establishments for compliance with City codes
- Issue permits and citations when required

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- Prepares daily inspections reports
- Responds to citizen and staff inquiries related to the City's ordinances
- Directs the work of contractors to mow/clean property or tow vehicles as needed
- Researches property ownership and maintains records in order to determine the party responsible for code/ordinance compliance
- Prepare forms and notifications
- Investigates miscellaneous complaints by citizens and communicates effectively with the offending property owners by letter, phone, or in person to explain applicable ordinances and rectify the situation
- Coordinate duties with other City departments involved in code enforcement
- Climbs ladders to make visual inspections during progress of building and site construction or repair to ensure compliance with laws and regulations
- Update data entry files on a daily basis
- Performs other duties as assigned
- Occasional evening and weekend work
- Work indoors and outdoors in extreme cold, heat, and temperature swings
- Coordinates with various prosecutors regarding the investigation and prosecution of code violations
- Testifies at meetings, hearings, and trials as needed

MARGINAL FUNCTIONS

- Investigate complaints and answer questions related to fire hazards and regulations
- Review residential and commercial plans from a fire prevention standpoint
- Personal computer skills, use of internet, electronic mail, and network
- Assist in performing various types of inspections
- Sit on various committees as may be necessary from time to time
- Keeps records of permits, citations, and inspections made
- Investigate complaints and answer questions related to fire hazards and regulations
- Provide services to the general public when emergency conditions warrant it, either in preparation for, or as a reaction to, one or more disastrous events such as: a civil disturbance, hurricane, tornado, earthquake, flood, ice storm, fire, chemical accident including a hazardous material spill, possible public exposure to hazardous conditions, or other disasters which threaten the safety of the citizens

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(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)

REQUIREMENTS

A. Training and Experience:

- High school diploma or GED
- Valid Texas Driver License
- Fire Inspector and Basic Fire and Arson Investigator Certificates from Texas Commission on Fire Protection
- Basic Peace Officers Certificate from Texas Commission on Law Enforcement Officers Standards and Education, **REQUIRED**
- Basic Code Enforcement Certificate from Code Enforcement Association of Texas, preferred or obtainable within 1 year of employment
- Food Handlers' Certificate
- Associate degree in Applied Sciences – Fire Protection Technology, or related degree, preferred
- Five (5) years experience in fire prevention, inspection, and investigation

B. Knowledge, Skills, and Abilities:

- Knowledge of modern methods of municipal fire administration and fire prevention techniques
- Knowledge of the laws, codes, and regulations relating to fire prevention
- Knowledge of physical characteristics and major fire hazards of the city
- Knowledge of departmental regulations and procedures
- Ability to deal tactfully and effectively with the public
- Exhibit emotional stability under stress
- Personal computer skills, internet, e-mail, and network experience
- Good oral and written communication skills and the ability to effectively and tactfully communicate with the general public
- Basic data entry skills necessary
- Knowledge of drone enforcement policies and implementation.

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C. Physical Requirements:

- Some tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pounds) items

D. Environmental Requirements:

- Some tasks require exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes)
- Some tasks require exposure to extreme heat/cold or extreme weather conditions
- Some tasks require exposure to strong odors and/or smoke
- Some tasks require exposure to strong and/or toxic chemicals
- Some tasks require exposure to dust or pollen

E. Sensory Requirements:

- Some tasks require sound perception and discrimination
- Some tasks require odor perception and discrimination
- Some tasks require depth perception and discrimination
- Some tasks require visual perception and discrimination
- Tasks require oral communication ability

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ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Manvel. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature/Approval

Employee

Date

Immediate Supervisor

Date

Department Director/Supervisor

Date