



**Robinson Volunteer Fire Department, Inc.**  
**JOB DESCRIPTION**

**Job Title:** Part-Time Fire Inspector I  
**Reports to:** Fire Chief

**FLSA Status:** Non-Exempt  
**Revision Date:** March 2024

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### **JOB SUMMARY**

Under the general direction of the Fire Chief, the Part-Time Fire Inspector I is responsible for ensuring compliance with the City of Robinson's adopted fire code through collaboration with the City Building Official through a variety of tasks including, but not limited to, the inspection of existing and new occupancies, the inspection of fire protection systems and assisting with other fire code enforcement activities. This position involves inspecting buildings and properties for compliance with fire codes, identifying hazards, and providing recommendations to improve fire safety measures. This position may also assist with community outreach, public education and other risk reduction activities as assigned.

### **SUPERVISION**

RECEIVES direct supervision from the Fire Chief or his/her designee.  
EXERCISES no direct supervision.

### **ESSENTIAL JOB FUNCTIONS**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Schedule, coordinate, and perform inspections of fire protection systems, buildings, and properties to ensure compliance with the City of Robinson's adopted fire code and related standards.
- Schedule, coordinate and perform fire and life safety inspections of licensed facilities.
- Prepare, maintain, and enter inspection reports.
- Resolve compliance problems with various parties through written or verbal communication and maintain a record of said communication.
- Participate in pre-development and/or pre-construction meetings with members of the design community as requested.
- Perform public education services as requested.
- Stay up to date on adopted fire codes and related standards.
- Prepare and participate in the presentation of training to various audiences.
- Other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Be at least 18 years of age at the time of application.
- Must have a High School Diploma or equivalent at the time of application.
- Must possess and maintain a valid Class "C" Texas Driver's License.
- Must be able to pass a driving and criminal history check.
- Must be able to pass a drug screen.
- SFFMA Fire Inspector I and/or Texas Commission on Fire Protection (TCFP) Basic Fire Inspector Certificate, or the ability to obtain within 90 days of employment.

### **PREFERRED QUALIFICATIONS**

- A valid Class-B Texas Driver's License.
- Current EMS certification issued by the Texas Department of State Health Services of EMR, EMT-B, EMT-A, or Paramedic.
- Certification from the State Firefighters' and Fire Marshal's Association of Texas for Firefighter 1, Firefighter II and Haz-Mat Awareness and Operations, and/or TCFP Basic Structure Firefighter.

Employee Initial: \_\_\_\_\_

### **KNOWLEDGE, SKILLS, AND ABILITIES OF**

- Extensive knowledge of fire codes, building codes, related standards, state laws and their interpretation and enforcement practices.
- Extensive knowledge in building design and construction.
- Extensive knowledge in fire protection system design, installation, and maintenance.
- Extensive knowledge of, and skill in, plan review procedures and practices.
- Skill in interpersonal relations, communication, and problem-solving.
- Skill in enforcing codes and standards with firmness and tact.
- Skill in data entry and reporting with great attention to detail and confidentiality
- Skill in the effective and efficient management of time, scheduling of work and use of resources.
- Ability to maintain accurate records of fire inspections, and other associated activities.
- Ability to learn a variety of computer software programs used by the department.
- Ability to follow instructions and adhere to prescribed policies and procedures.
- Ability to establish and maintain a harmonious work environment with fellow employees and the general public.
- Ability to work independently without supervision.
- Ability to communicate through clear and comprehensive written reports.
- Ability to effectively interact with citizens, building owners, architects, engineers, and contractors.

### **LICENSES AND/OR CERTIFICATIONS**

- Possess and maintain a minimum valid Class C Texas Driver's License, with preference to obtain a Class B Texas (non-CDL) Driver's License within 120 days.

### **ENVIRONMENTAL FACTORS AND CONDITIONS**

- Work is performed in office and field environments.
- May be subject to exposure to extreme temperatures, extreme weather conditions, hazardous chemicals, toxic fumes, unstable buildings and structures, infectious diseases, body fluids, air and water borne pathogens.
- May be subject to wearing protective clothing and self-contained breathing apparatus for extended periods of time.
- May be exposed to hostile, angry or emotional citizens, patients and business owners.

### **PHYSICAL DEMANDS**

This job operates in a clerical office setting and mostly in a field environment including new and existing building construction. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Applicant must possess:

- Ability and physical stamina to perform moderate to strenuous physical activity necessary to climb, stoop, and access all areas of buildings or construction sites to conduct inspections. Exposure to slippery or uneven surfaces.
- Ability to occasionally perform physically demanding tasks under varying weather conditions outdoors. Exposure to marked changes in temperature/humidity, dust, fumes, smoke, gases, odors, mists, or other potentially irritating particles.
- Ability to occasionally lift and carry up to 50 pounds.
- Ability to coordinate hand-eye and eye-foot movement.
- Ability to maintain visual acuity up close, at a distance, peripherally, in depth, and discern the full color spectrum.
- Ability to hear adequately when working in dangerous areas.
- Ability to operate and complete tasks wearing required personal protective equipment.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein.*

### **HOURS OF WORK AND COMPENSATION**

This is a part-time position expected to work 16-20 hours per week. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. and will be scheduled in alignment with the employee's full-time work schedule.

The Fire Inspector I will receive a starting hourly rate of \$22.00 – \$25.00/hour DOQ/E.

Employee Initial: \_\_\_\_\_

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Receipt of Job Description**

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
RVFD Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
RVFD Board of Fire Commissioner's President

\_\_\_\_\_  
Date

Employee Initial: \_\_\_\_\_