**General Description**

This Class Description does not constitute an employment agreement between the City and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the City as the needs of the city and requirements of the position change.

The purpose of this class within the organization is to conduct fire inspections, fire investigations, as well as investigate environmental crimes.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

**Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

**Essential Functions:**

Performs fire inspections of new and existing facilities to ensure compliance with various laws and ordinances.

Meets with contractors as needed to discuss projects under construction.

Performs plan reviews of facilities being proposed in the City to ensure they meet the requirements as adopted by the City.

Performs fire and arson investigations.

Performs investigations related to professional standards.

Enforces environmental crimes.

Ensures evidence is secure related to investigations

Enforces federal, state, and local laws and codes.

Performs fire prevention education.

Performs related work as assigned.

**Responsibilities, Requirements and Impacts**

**Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

**People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

**Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

**Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percent’s.

**Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

**Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for the actions of others, requiring development of procedures and constant decisions affecting subordinate workers or others in the general public; works in a very fluid environment with guidelines, but significant variation.

**Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

**Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderately serious – affects work unit and may affect other units or citizens.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

**Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

**Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Involves routine and frequent exposureto explosives.

**Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.* ***(Does not include safety of subordinates).***

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**Minimum Education and Experience Requirements:**

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college in fire science or closely related field.

Requires one year firefighting, investigation, or closely related experience.

**Special Certifications and Licenses:**

TCOLE Peace Officer Certification

TCFP Fire Inspector Certification

TCFP Fire Investigator Certification

ICS 100, 200, 700, 800

TCFP Basic Structural Fire Fighter

TXDSHS EMT-Basic

**Americans with Disabilities Act Compliance**

The City of Pearland, TX is an Equal Opportunity Employer. The ADA requires the City of Pearland, TX to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Emergency Management Responsibilities**

During emergency conditions, all City employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

**Organization-wide Employee Responsibilities**

All City of Pearland employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the City of Pearland’s Ethics and Conflict of Interest policies.

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

To optimize performance of the organization City of Pearland employees are expected to use multi-directional communication (top to bottom, bottom to top, and across peer groups), use cross-functional teams to promote a greater understanding of the organization by employees at all levels, create to a culture of continuous learning that encourages and supports employee development and growth, embrace technology with a focus on improving service delivery, productivity and connectivity, and create an environment where innovation is supported and encouraged.