



**University of Texas at El Paso
Job Description**

Job Code: 6615
Job Title: Fire Safety Inspector
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 26, 2010

Summary: Inspects buildings and equipment to detect fire hazards and enforce local ordinances and state laws.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Conducts visual inspections of buildings and property to verify that exits, fire protection equipment and systems, building construction, interior finishes, decorations, and occupant load conform with applicable fire and safety laws, regulations, and standards.

Conducts visual inspections of departments that handle, process, transport, or store hazardous materials to ensure compliance with applicable fire and safety laws, regulations, and standards.

Explains and interprets provisions of fire codes to faculty and staff; discusses conditions and recommends safe methods of storing flammables or other hazardous materials; informs faculty or staff of conditions requiring correction, such as faulty wiring; performs safety training as per departmental needs.

Observes tests of equipment such as gasoline storage tanks and air compressors, and inspects storage conditions to ensure conformance to fire and safety codes.

Prepares report of violations or unsafe conditions and performs subsequent inspection on hazards not corrected.

Checks engineering and construction plans of commercial, industrial, and other designated structures to evaluate layout, construction, and inclusion of required fire protection systems and equipment.

Checks plans, construction, and use of underground storage tanks for compliance with fire and safety standards.

Provides technical advice to contractors, architects, engineers, and developers on sprinkler systems, storage systems, hazardous materials, and related fire code issues and walks them through for inspections.

Keeps file of inspection records and prepares reports of activities.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Fifth year college or university program certificate within area of assigned responsibility.



Minimum Experience required: Two years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

May be required to wear Personal Protective Equipment to include: Steel toe or Non-slippery shoes, eye protections, leather gloves, respirator and back belt.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.