 **Fire and Life Safety Code Compliance Inspector I Standard Job Description**

**Classification Title:** Fire and Life Safety Code Compliance Inspector I

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 7

**Minimum Pay:** $19.17

**Job Description Summary:**

The Fire and Life Safety Code Compliance Inspector I, under general supervision, is responsible for assisting with implementing aspects of the university fire and life safety (FLS) program.

**Essential Duties and Tasks:**

**40%: Compliance and Inspection Support**

* Assists with reviews of construction plans and documents to ensure compliance with fire safety codes and standards.
* Assists with site inspections to verify compliance with approved plans and specifications.
* Assists with inspections and acceptance testing of small renovation projects.
* Attends meetings to provide insight to ensure that all applicable codes and standards are being followed in accordance with rules and regulations.

**30%: Documentation and Record Keeping**

* Conducts reviews of documentation submitted by third-party inspection, testing, and maintenance groups.
* Helps ensure that the documentation complies with regulations and verifies that the necessary inspections and tests have been conducted.
* Maintains accurate records of inspections, findings, violations, and corrective actions taken.
* Prepares reports summarizing inspection findings and recommendations for improvements.

**10%: Continuous Learning, Events and Emergency Response**

* Stays abreast of changes in codes, standards, and procedures.
* Responds with other personnel to emergencies on and assists emergency responders.
* Collaborates with other personnel in preparation of and during special events that have a need for Fire and Life Safety input

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Associate degree or equivalent combination of education and experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 15 hours
* Phone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**