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

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

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 11

**Minimum Pay:** 29.91

**Job Description Summary:**

The Fire and Life Safety Code Compliance Inspector IV, under general supervision, is responsible for implementing all aspects of a comprehensive university fire and life safety (FLS) program in multiple areas of functionality.

**Essential Duties and Tasks:**

**25%: Plan/Document Consulting and Compliance**

* Consults on and reviews all aspects of construction plans and documents to ensure compliance with fire safety codes and standards for any project size and at various stages.
* Consults on and conducts facility preplans for new construction and updates plans annually.
* Consults on and conducts site inspections at various levels of complexity to verify compliance with approved plans and specifications.
* Coordinates inspection and acceptance testing of integrated fire and life safety (FLS) systems of various sizes and levels of complexity.
* Attends meetings to provide consultations to ensure that all applicable codes and standards are being followed in accordance with rules and regulations.

**25%: Documentation and Record Keeping**

* Conducts detailed and advanced reviews of documentation submitted by third-party inspection, testing, and maintenance groups.
* Ensures 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 and ensures that the database is updated as appropriate to ensure proper record retention.
* Prepares reports summarizing inspection findings and recommendations for improvements and conducts follow-up inspections as needed.
* Ensures that reports are reported to superiors and provides input in preparation for initiating project closeout.

**20%: Site Inspection and Fire System Coordination**

* Conducts complex site inspections to verify compliance with approved plans and specifications.
* Coordinates inspection and acceptance testing of large, often complex, integrated fire and life safety (FLS) systems, including various components.

**10%: 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.
* Six years of experience in fire and life safety or related field.

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**