



Travis County ESD No. 9

Westlake Fire Department

1301 S. Capital of Texas Hwy, Suite B-123, Austin, TX 78746

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www.westlakefd.org

FIRE INSPECTOR

OPENING DATE: 4/01/2019

CLOSING DATE: OPEN

POSITION DESCRIPTION:

Travis County Emergency Services District Number 9 (Travis County ESD 9) is now accepting applications for Fire Inspector. We currently have one open position to fill day-to-day fire and life safety hazard inspections in Travis County ESD 9. The position is responsible for:

- Interpreting codes, ordinances and standards.
- Conducting fire inspections and related assignments to identify and document deficiencies in accordance with applicable codes, standards, policies, and procedures.
- Enforcing fire prevention and protection laws and regulations as prescribed by the International Fire Code (as amended).
- Assisting with fire investigations.
- Establishing and maintaining effective working relationships with others in support of program goals and strategic planning.
- Providing oral and written communication to maintain effective working relationships with the public, government officials, and other emergency response partners.
- Future training and growth of the position to include fire investigations, plan reviews, and public education.

REQUIREMENTS:

The following are the minimum requirements for Fire Inspector. All candidates must meet all minimum requirements as of the date of application:

- Must be at least 18 years of age.
- Legally able to work in the United States.
- Must have a valid Social Security Card.
- Have a current Driver's License and Motor Vehicle insurance.
- Have a High School Diploma, GED Certificate or College transcripts.
- Certified by the Texas Commission on Fire Protection as a Basic Firefighter.

- Certified by the Texas Commission on Fire Protection as a Basic Fire Inspector.
- Certified as an EMT-B with the Texas Department of State Health Services.
- Computer-literate with proficiency in Microsoft Office Suite of applications.
- Ability to work as part of a team or independently to accomplish complex tasks simultaneously.
- Strong written and verbal communication skills.
- Pass a Medical Physical and Background Check.

PREFERENCES:

The preferred candidate will possess:

- Current Texas Commission on Fire Protection Fire Investigator.
- Minimum of one (1) year of fire service experience.
- Public education presentation experience.

GENERAL INFORMATION:

This position has a work schedule of 40 hours per week, typically Monday – Friday, 8:00 a.m. to 5:00 p.m. The schedule includes some overtime, limited evenings or weekend work and a generous benefit package.

The salary will be commensurate with experience ranging from \$48,671 - \$57,766.

You may access the Department application and related hiring process information on our website www.westlakefd.org on the Careers Page.

Due to the large volume of applicants that we are expecting to receive, interested candidates should apply for the position via email.

To apply, please send an email to careers@westlakefd.org with the following information:

1. Completed Department **application**;
2. A **cover letter** of at least one page explaining why you are interested in the position and pointing out any relevant experience or special qualifications that you may have;
3. An electronic copy of your **resume** in PDF (preferred) or Microsoft Word format;
4. Any **other information or materials** that you believe will help us evaluate your candidacy.

If necessary, please submit all paperwork **by mail** to PO Box 162170, Austin, Texas 78716 or **in person** at our office at Capital View Center, 1301 S. Capital of Texas Hwy, Suite B-123. The office is located in the building east of Fire Station 902. **Do not drop off applications at the fire stations.**

Candidates will be contacted by e-mail or phone to confirm they meet all requirements and to schedule a follow up interview. Please check our website for the latest update on the position.

If you have any questions please call 512-539-FIRE (3473) or e-mail us at careers@westlakefd.org and leave a message. A representative of the Department will return your call as soon as possible.