



CITY OF RICHARDSON

JOB TITLE:	FIRE INSPECTOR PART-TIME	APPROVED:	
DEPARTMENT:	Fire	HR TITLE:	HR Director
CLASS CODE:	9573	EFFECTIVE:	12/17/2025
FLSA:	NON-EXEMPT	CIVIL SERVICE:	NO
STATUS:	PART TIME	COMPETITIVE:	NO

JOB SUMMARY

Under general supervision, conduct fire prevention inspections, assist in investigation of fire cause and origin. Conduct fire safety educational programs and other related activities. Work on-call duty as needed. Perform plan review as needed. Perform other related work as required.

ESSENTIAL JOB FUNCTIONS

Serve as specialist in enforcement of fire safety laws and regulations. Conduct fire safety educational programs and other related activities. Assist in investigations of fires to determine origins and causes. Investigate complaints and answer questions related to fire hazards and fire regulations. Maintain accurate records and reports. Communicate courteously and effectively with the public, officials, and other City employees. Read, write, and converse effectively in the English language. Write, by hand and electronically, fire inspection forms, offense reports, and other miscellaneous forms utilized by the department. Display good decision-making abilities. If certified as a peace officer and arson investigator, demonstrate proficiency with approved firearm. Maintain acceptable physical fitness level and hear and see safely and effectively to perform the essential functions of the job. Complete training required to maintain all applicable certifications. Use computer for word processing, report generation, e-mail, data entry, data retrieval, and records. Work on-call duty as needed.

OTHER JOB FUNCTIONS

Keep assigned work areas safe and neat.

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES

High School Diploma or GED required. Minimum of sixty (60) college hours or higher preferred. Texas Commission on Fire Protection [TCFP] Fire Inspector certification required. TCFP Investigator Certification preferred. Texas Commission on Law Enforcement [TCOLE] Peace Officer Certification preferred. Texas Department of Health [TDH] Emergency Medical Technician Certification preferred. Texas Driver's License Class C, or above, required.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS

Minimum two (2) years of experience in fire inspection with a governmental agency preferred. Knowledge of ordinances pertaining to fire prevention preferred. Minimum one (1) year of experience acceptance testing of life and fire safety systems preferred. Thorough background required in Fire Code interpretation and decision-making practices. Must be able to exhibit emotional stability under stress. Must be able to comprehend and draft technical reports covering methods, regulations, principles, and operations. Must have ability to discern fire and life safety hazards and have them corrected. Must be able to read and understand department rules and regulations. Personal computer experience required.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Walk, carry, climb, kneel, sit, squat, and/or stand for extended periods of time. Occasionally work in extreme cold, heat, and temperature swings. Some exposure to dust, smoke, mechanical, chemical, and explosive hazards, utilizing appropriate safety precautions and gear.