



Harris County Fire Inspector (Operational Permits)

SALARY	\$26.41 - \$33.05 Hourly	LOCATION	Houston, TX
JOB TYPE	Regular Full-time	JOB NUMBER	16051
DEPARTMENT	Fire Marshal's Office	OPENING DATE	01/05/2026
CLOSING DATE	1/15/2026 11:59 PM Central		

Position Description



HCFMO
Harris County Fire Marshal



A Fire Inspector is a certified task-level position that performs fire and life safety inspections to identify and document fire and life safety hazards and enforces applicable codes and standards. The duties of HCFMO Inspectors span multiple roles, each as important as the other. The position of a Fire Inspector may include the role of a peace officer if the individual holds a valid TCOLE license. Depending on the division, TCOLE certifications may be required. A Fire Inspector reports to a supervisor and may report to any management member, depending on assignment, and may work from either an office or field location, depending on work assignment. A Fire Inspector is a certified position and is required to maintain the required certifications as described. Texas Commission on Fire Protection (TCFP) Certification as a Fire Inspector. (Inspector I & II and Plans Examiner).

Duties and Responsibilities:

- **Conduct Inspections:**
 - Perform field inspections and related assignments so that deficiencies are identified and documented in accordance with applicable codes, standards, policies, and procedures.
 - Ensure quality, accuracy, and timely completion of assigned tasks, the complaints process, including program management in accordance with HCFMO policies and procedures.
- **Enforcement Compliance:**
 - Investigate complaints so that complaint information is recorded, the complaint process is initiated, and the complaint is resolved, or forwarded to a supervisor when required.
- **Documentation and Reporting:**
 - Perform administrative functions in accordance with policies and procedures, to include completing, reviewing, and maintaining records and reports; and developing summary data reports, as required.
- **Training and Development:**
 - Participate in training programs to enhance skills and maintain and/or pursue certifications in specific areas, such as project management, quality assurance, or technical specialties.

Other Duties and Responsibilities:

- Perform as a member of an Incident Management Team during emergency or disaster situations.
- Maintain situational awareness of all HCFMO activities.
- Serve on committees, boards, or other teams as assigned by the Fire Marshal or designee.
- Perform assigned tasks safely, and document and report initial accidents, injuries, or health exposures in accordance with accepted safety practices and HCFMO policy.

Harris County is an Equal Opportunity Employer

<https://hrrm.harriscountytexas.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or email ADACoordinator@bmd.hctx.net

Requirements

Experience and Education:

- High School Diploma or G.E.D. equivalent from an accredited educational institution.
- Verifiable one (1) year customer service experience.

Certification and Licensure:

- Current Texas Commission on Fire Protection (TCFP) Certification as a Fire Inspector I and II.
- At the date of hire, possess a valid driver's license, State of Texas Class C.

Knowledge, Skills, and Abilities:

- Have a mastery level knowledge of recognized standards, codes, and laws for fire inspections and identification of fire and life safety hazards, including LGC. 352.016.
- Strong knowledge of fire safety codes, regulations, and standards.
- Excellent observational and analytical skills.
- Effective written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency with computer applications and inspection tools.
- Knowledge in various areas relevant to the HCFMO.
- Possess a valid driver's license, State of Texas Class C.
- Knowledge of Incident Management, such as the National Incident Management System (NIMS), and within one year, provide proof of completion of ICS 100, 200, 300, 400, 700, and 800.

NOTICE: Applicants for this position will be subject to a criminal background check that includes being fingerprinted. This applies to any position with network access to Criminal Justice Information Services (CJIS) or access to an area where CJIS is received, maintained or stored either manually or electronically (i.e. custodian, maintenance).

Automatic Disqualification:

- Convictions, probation, or deferred adjudication for any Felony, and any Class A Misdemeanor.
- Convictions, probation, or deferred adjudication for a Class B Misdemeanor, if within the previous 10 years.
- Open arrest for any criminal offense (Felony or Misdemeanor).
- Family Violence conviction.

NOTE: Qualifying education, experience, knowledge, and skills must be documented on your job application. You may attach a resume to the application as supporting documentation but **ONLY information stated on the application will be used for consideration. "See Resume" will not be accepted for qualifications.**

Preferences

- Verifiable (3) years customer service experience.
- Current Texas Commission on Fire Protection (TCFP) Certification as a Plans Examiner.
- TCOLE Basic Peace Officer (or higher). If a licensed Peace Officer, eligible to be commissioned by the Texas Commission on Law Enforcement (TCOLE) and appointed by HCFMO.
- Within one (1) year of appointment, provide proof of completion for NIMS IS-700, IS-800, IS-100, IS-200, ICS-300, ICS-400.

General Information

All FMO personnel are expected to maintain high standards of excellence when representing the department in any county-related activity. No personnel shall act or behave, privately or in an official capacity, in such a manner as to bring discredit upon themselves or the Department. Personnel shall obey all federal, state, and local laws. Staff members are expected to conduct themselves as professionals.

Position Type and Typical Hours of Work:

- Regular Full-time
- 40-Hours per Week | Hours will be discussed during departmental interview.
 - Various Shifts
 - Include Nights, Weekends & Holidays

Salary:

- \$26.41 - \$33.05 Hourly
- Depends on Qualifications
- Based on 26 Pay Periods
 - Plus, benefits

Physical Demands:

- Work requires the employee to maintain the necessary physical abilities to perform required job functions. Work requires seeing, standing, walking, sitting, climbing, bending, stooping, kneeling, reaching, talking, hearing, pushing, pulling, and lifting and carrying weights as shown in the work classification.
- Work Classification: Light Work - exerting up to 20 pounds of force occasionally, and/or a negligible amount of force.

Employment is contingent upon passing a background check and drug screen.

Due to a high volume of applications positions may close prior to the advertised closing date or at the discretion of the Hiring Department.

Employer

Harris County

Address

1111 Fannin St
Ste. 600
Houston, Texas, 77002

Phone

713-274-5445

Website

<https://www.governmentjobs.com/careers/harriscountytexas>

Fire Inspector (Operational Permits) Supplemental Questionnaire

*QUESTION 1

Which of the following best describes your highest level of education completed?

- ☐ High school diploma or G.E.D.
- ☐ Associates degree
- ☐ Bachelor's degree
- ☐ Master's degree or higher
- ☐ None of the above

*QUESTION 2

Which of the following best describes your years of customer service experience? (To be considered, qualifying experience must be documented on your application's employment history)

- ☐ Less than one (1) year
- ☐ One (1) to four (4) years
- ☐ Five (5) to nine (9) years
- ☐ Ten (10) years or more
- ☐ I do not have this experience.

*QUESTION 3

Do you have a current Texas Commission on Fire Protection (TCFP) Certification as a Fire Inspector I and II? (Certification MUST be documented in the "Certificates and Licenses" section of your application to be considered.)

- ☐ Yes
- ☐ No

*QUESTION 4

Are you a TCOLE Basic Peace Officer (or higher)? If a licensed Peace Officer, are you eligible to be commissioned by the Texas Commission on Law Enforcement (TCOLE) and appointed by HCFMO?

- ☐ Yes
- ☐ No

*QUESTION 5

Are you a current HCFMO employee?

- ☐ Yes
- ☐ No

*QUESTION 6

This position requires a valid State of Texas Class C license. Do you have a valid State of Texas Class C license?

- ☐ Yes, I have a Valid Texas Driver's License
- ☐ Yes, I have a Valid Driver's License but understand I must obtain a Valid Texas Driver's License prior to start date.
- ☐ No, I'm not interested

* Required Question