

Job title: Code Enforcement Officer/Fire Inspector
Job location: Manvel, TX 77578 United States
Job type: Full-Time

Compensation: Starting salary is competitive, based on experience and qualifications.
Texas Municipal Retirement System: 7% with 2-1 match, Group Life & AD&D, Health, Dental and Vision Plans, Vacation/Sick Leave Accruals.

Job Category: Code Enforcement

Job description:

The City of Manvel is located in northern Brazoria County at the intersection of State Highway 288 and State Highway 6, just 18 miles south of downtown Houston. Manvel is rapidly changing from a rural community to a suburban city and is one of the largest cities in land size in the Houston area with more than 40 square miles inside the city limits and extraterritorial jurisdiction (ETJ). With numerous residential and commercial developments, both planned and under construction, Manvel (population of 7,000+ inside the city limits and 10,000+ in the ETJ) is looking for a Code Enforcement Officer/Fire Inspector that will serve a growing city. Located only a short drive from the Texas Medical Center, Rice University, the University of Houston, and Houston's Hobby Airport, Manvel offers access to all the amenities of a major metropolitan area but is far enough away to offer the relaxed lifestyle that is in keeping with a family-oriented community.

The Manvel Code Enforcement Officer/Fire Inspector works under the administrative direction of the City Manager and direction of the Fire Marshal.

The successful candidate will have broad experience in all areas of code enforcement and fire inspections. Special emphasis will be given to experience in Code Enforcement and Fire Inspections.

Job Requirements

Education, training, experience:

EDUCATION, EXPERIENCE AND LICENSES:

- High school diploma or equivalent, required.
- Valid Texas Class C or better driver's license required.
- Prior Code Enforcement experience, required.
- Texas Department of State Health Services Code Enforcement Officer, required
- Texas Commission on Fire Protection Basic Fire Inspector, Basic Fire Investigator, preferred. Must obtain within first year of employment.
- Prior experience as a Fire Inspector preferred.
- Texas Commission on Fire Protection Basic Fire Instructor and Basic Structure Firefighter, preferred.

- ICS 100, 200, 700, and 800 required, ICS 300 and 400 preferred.
- Prior experience with fire and life safety education, environmental crimes, illegal dumping, and emergency management, preferred.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of the International Code Council Series of Codes, City of Manvel is currently under the 2012 Codes.
- Ability to read and interpret documents, write reports and correspondence, and speak effectively before groups of customers or employees of the organization.
- Ability to perform public speaking and group presentations.
- Ability to apply sensible understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to maintain discipline and adherence to the policies and procedures and standard operating guidelines.
- Ability to establish and maintain effective working relationships with Volunteer personnel, Volunteer Command Staff, Supervisors, other City Staff and the general public.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Principles, practices, and methods of modern fire prevention.
- Operation and maintenance of City vehicle for business use and assigned inspection and investigation equipment.
- Geography and characteristics of the city and surrounding area.
- Functions of NIMS and ICS.

Applications available at www.cityofmanvel.com

Or

Manvel City Hall

20025 Hwy 6, Manvel, Tx