



INSPECTOR JOB DESCRIPTION

Job Responsibilities include but are not limited to:

- **Sprinkler**
 - Perform duties in a cost-effective manner while inspecting structures which contain Fire Sprinkler Systems
 - Correctly complete all Inspection related documentation
 - Develop working knowledge of applicable NFPA and common materials and installation processes. Maintain RME-I license as well as obtain and maintain TCEQ backflow licensing (B-PAT)
 - Properly perform needed sprinkler system inspections and all associated components including, but not limited to, Wet, Dry, Fire Pumps, Pre-action, Deluge, Antifreeze Loops, backflows, etc.
 - Cross-train additional licensing duties in order to obtain multiple licenses
- **Alarm**
 - Develop working knowledge of applicable NFPA standards
 - Correctly complete all inspection related documentation
 - Perform duties in a cost-effective manner while inspecting structures which contain Fire Alarm Systems
 - Properly perform needed alarm system inspections and all associated components
 - Cross-train additional licensing duties in order to obtain multiple licenses
- **Extinguisher/Hood/Special Hazard**
 - Develop working knowledge of applicable NFPA standards and manufacturer installation manuals and requirements
 - Correctly complete all inspection related documentation
 - Perform duties in a cost-effective manner while inspecting structures which contain Fire Extinguishers, Hood Suppression Systems, and/or Special Hazard (dependent upon license held)
 - Properly perform needed extinguisher/suppression system inspections and all associated components
 - Cross-train additional licensing duties in order to obtain multiple licenses
- **Super Tech**
 - Holds all Fire licenses, including, RME-I, FAL, FEL-A, B-PAT (Backflow Preventer)
 - Lead large inspections and special projects with multiple techs or solo
 - Perform duties in a cost-effective manner while inspecting structures which contain multiple facets of fire protection
 - Assist and/or fill in for inspection manager as required
 - Mentor lower level technicians during their quest for additional licenses and knowledge



Expectations:

- Believe In, Live, and Support Our Mission Statement, Core Values and Business Plan Daily
- Safety First
 - Ensure timely and complete submittal of JSAs, Toolbox Talks, Audit Forms, etc.
 - Ensure timely and accurate Incident and Accident Reporting
 - Hold yourself accountable for all Safety Initiatives
 - Hold yourself accountable for Safe Driving of Company Vehicles
 - Ensure awareness and support of Stop Work Authority
- Complete all Training Requirements – Safety, Certifications, etc.
- Submit accurate Timesheet – job numbers/names, OT and travel pay, completed on time, etc., support transition to Electronic timesheet submittal
- Ensure all required documents are complete, accurate and professional, with required signatures
- Ensure proper Inventory Management – review, update, and approve packing slips – submitted timely, proper material management
- Ensure proper Maintenance and care of equipment – trucks, lifts, tools, etc.
- Keep jobsites clean and organized
- Ensure Production Efficiency – awareness of budget vs. actual labor hours and proactive communication with superintendent
- Support and Ensure Adherence to Company SOPs – Purchase Orders, Change Orders, etc.
- Timeliness – at the job on time; attendance; communication with supervisor; paperwork
- Ensure Customer Satisfaction and respond to Customer Satisfaction Survey feedback improvement opportunities
- Maintain Quality Control i.e. reduce the need for return trips and warranty work
- Maintain a Professional appearance
- Communicate effectively and professionally within the department and with internal and external customers
- Teamwork – maintain positive interactions within your team, local office, etc.
- Actively Participate in required team meetings
- Ability to work overtime, out of town or on-call as needed

Knowledge:

- Minimum education of High School Diploma or Equivalent
- Required NICET level for their trade and applicable/current TX Dept of Insurance license
- Strong understanding of materials, tools equipment, and procedures used in the installation process, plus working knowledge of NFPA standards
- Current and clear TX DL and clean driving record as well as applicable criminal background



Work Experience:

- **Sprinkler**
 - Minimum of 5 years experience (install/service experience is a plus)
- **Alarm**
 - Minimum of 3 years experience (install/service experience is a plus)
- **Extinguisher**
 - Minimum of 2 years experience
- **Hood Suppression**
 - Minimum of 3 years experience
- **Special Hazard**
 - Minimum of 5 years experience and must have FAL license and work experience

Skills and Competencies:

- Ability to take direction from upper management
- Accurately complete and maintain all paperwork
- Maintain vehicle and tools as per company policy
- Must have valid state driver's license and good driving record
- Willing and able to perform testing and maintenance
- Willing to identify and notate inspection deficiencies and service required to correct found deficiencies
- Able to work effectively in a team environment; ability to accurately work under pressure in meeting scheduled time frames.
- Capability to work independently and complete duties and projects with moderate supervision (a must)
- Strong customer service skills
- Meticulous attention to detail
- Excellent oral and written communication skills
- Maintain a clean and safe work environment
- Comply with and embrace all Core Values and the safety handbook

ACKNOWLEDGEMENT:

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read, understand, and agree with this explanation and job description.



Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____



Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Task Title/Job Title: Inspector

Date of Analysis: 2021

"O" Occasionally 0 - 33%, "F" Frequently 34 - 66%, "C" Constantly 67 - 100%

Frequency/Duration/Weight

	≥ 8 Hours			≥ 10 Hours			≥ 12 Hours			≥ 25 lbs.			≥ 50 lbs.			≥ 75 lbs.		
	O	F	C	O	F	C	O	F	C	O	F	C	O	F	C	O	F	C
Pushing			X		X		X					X		X		X		
Pulling			X		X		X					X		X		X		
Climbing			X		X		X											
Balancing			X		X		X											
Bending and Twisting			X		X		X											
Squatting	X			X			X											
Crawling	X			X			X											
Kneeling		X		X			X											
Reaching			X		X		X											
Handling			X		X		X											
Fingering			X		X		X											
Feeling			X		X		X											
Lifting and Carrying			X		X		X				X		X		X			
Working overhead	X			X			X											
Working at heights	X			X			X											
Standing			X		X		X											
Sitting	X			X			X											
Walking			X		X		X											

While performing the duties of this job, the employee will frequently be required to use ladders and scaffolds while wearing Personal Protective Equipment. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.