



HUMAN RESOURCES, Texas Commission on Fire Protection  
 Mailing Address: PO Box 2286, Austin Texas 78768-2286  
 Telephone: (512) 969-9733 • Confidential Fax: (512) 936-3814

## JOB ANNOUNCEMENT

<b>Inspector VI- COMPLIANCE DIVISION</b>	<b>GROUP/STEP</b> <b>B/22</b>	<b>JOB NO.</b> <b>202612</b>
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<b>APPLICATION DATES:</b>	<b>April 15, 2026 - Until filled</b>	<b>YEARLY SALARY:</b>	<b>\$57,614</b>
<b>LOCATION:</b>	<b>Texas</b>	<b>START DATE:</b>	<b>May 1, 2026</b>
		<b>TRAVEL:</b>	<b>Approx. 75%</b>

### JOB SUMMARY

The Texas Commission on Fire Protection (TCFP) is seeking a dedicated, highly organized, and detail-oriented professional to join our Inspections section. This position is responsible for performing advanced (senior-level) inspection, investigation, audit, and consultative functions. Responsibilities include planning, coordinating, and executing inspections, investigations, audits, consultations, certification examinations, and educational outreach activities to ensure compliance with applicable laws, regulations, and agency policies. Effectively communicates complex technical information both verbally and in writing to regulated entities. Operates with moderate supervision and considerable latitude for independent judgment and initiative. Participates in incident management operations within designated Emergency Operations Centers. This position requires extensive travel throughout the state of Texas that will include overnight, evening, and weekend assignments. The selected candidate will be assigned to the Inspections section for primary job duties but will be expected to perform all duties within the compliance division.

### ESSENTIAL JOB FUNCTIONS

- Plans, schedules, and conduct inspections, and audits of TCFP regulated entities to ensure compliance with Texas codes, standards, and laws. Explain violations and make recommendations to the head of department on violations noted during mandated inspections. Conducts follow-up inspections.
- Conduct audits of TCFP certificate courses and TCFP examinations during unscheduled site visits or administrative review. Utilize professional knowledge, experience, and judgment to determine if the minimum TCFP requirements have been met.
- Assists with investigations of TCFP regulated entities to ensure compliance with Texas codes, standards, and laws. Explain violations and make recommendations to the head of department on violations noted during investigations. Conducts follow-up investigations.
- Assists with investigations of on-the-job injuries of fire protection personnel to determine causative factors and prepares a report of findings. Investigates complaints received as mandated by statute. Assists with fire fighter fatality investigations upon request from the State Fire Marshal.
- Work within the incident management system in a designated emergency operations center
- Oversee and administer state certification examinations.
- Provides TCFP programming public relations, education, and outreach to regulated entities and fire service stakeholders.
- Enters, retrieves, and queries database for compliance and related information.
- Plan, coordinate and perform related duties as assigned.

### MINIMUM QUALIFICATIONS

- An associates degree in a related field from an accredited college or university or ten years' experience in a position defined by the commission as full-time, paid fire protection personnel.
- Hold an active TCFP certification and a valid State of Texas Driver License with an acceptable driving record at time of hire.
- Have NIMS 100, 200, 700, 800 certificate.
- Experience or working knowledge of regulatory or code enforcement and TCFP training and testing practices and procedures.
- Ability to communicate professionally and interact effectively with internal and external customers and respond to inquiries in a timely manner.
- Excellent customer service skills.
- Ability to gather, assemble, correlate, analyze, research, interpret and apply laws, rules, regulations, policies, and procedures.
- Knowledge of fire service programs, procedures, terms, equipment, and organizational structure.
- Knowledge of TCFP rules and regulations and applicable National Fire Protection Association (NFPA) standards.
- Ability to draft and finalize comprehensive inspection and investigation reports.
- Proficiency in the use of Microsoft Office Suite, (specifically, Word, Outlook, Excel, Access, and Teams) and data management systems.

*The Texas Commission on Fire Protection is an Equal Opportunity Employer*

The Texas Commission on Fire Protection does not discriminate on the basis of race, color, age, national origin, sex, religion or disability. Applicants from underrepresented groups are encouraged to apply. Form DD-214 is required for all applicants declaring veteran status. Your application for employment with this agency may subject you to a criminal background check. *Please Note:* Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Thank you for considering employment with the Texas Commission on Fire Protection.



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## **JOB ANNOUNCEMENT**

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree from a four-year college or university.
- Hold an active upper-level certification.
- Have NIMS 300, 400 certificate.
- Two years of regulatory or code enforcement experience.
- Two years chief officer experience.
- TCFP Instructor/Examiner experience.
- Experience working within an emergency operation center.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Candidates must be highly organized, detailed oriented, and have effective oral and written communication skills. The selected candidate must pass a background check. Candidates must have the ability to travel frequently, including overnight stays.

Physical demands include:

- Ability to stoop, crouch, bend, kneel, reach overhead, reach at or below shoulder level.
- Ability to safely walk, travel, and stand or sit on uneven terrain or in confined spaces.
- Ability to lift or carry up to 50 pounds.
- Ability to work in outdoor conditions and temperature extremes.
- Ability to effectively use agency required technologies.
- Ability to maintain good driving record per agency policy.
- Ability to operate safely motor vehicles while traveling throughout the state.

This posting is not intended to be a comprehensive description of the position but includes the overall functions.

### **BENEFITS**

- 100% health insurance covered by employer for employees through BCBS.
- Paid holidays (approximately 21 a year).
- Employer (TCFP) paid life insurance for employees.
- Optional discounted benefits such as dental, vision, accidental death and dismemberment, dependent coverage, additional life coverage, etc.
- Employee purchase discount program.
- Paid vacation and sick leave.
- Retirement annuity and participation in 401(k)/457 programs.

### **APPLICATION INSTRUCTIONS**

For this position, the following materials are required. Please submit them via email to **hr@tcfp.texas.gov**.\*

- 1) Letter of interest
- 2) Resume
- 3) Completed [State of Texas Job Application](#)

***Important Note:*** This position is a telecommuting position and is based in Texas. It requires an approved telecommuting agreement and is subject to periodic announced and unannounced visits by agency management.

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