



CHOCTAW FIRE DEPARTMENT

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6010
CHOCTAW, MS 39350

JOB DESCRIPTION #174079

POSITION TITLE: Fire Inspector

SALARY: Negotiable

OPENING DATE: JUNE 07, 2023 JUN 07 2023

CLOSING DATE: JUNE 21, 2023 OR UNTIL FILLED

SUPERVISOR: Director, Choctaw Fire Department

SCOPE OF SERVICE AND EFFECT:

Fire Code inspection is a very integral part of a fire protection system. An inspector must stay abreast of new codes and innovations in fire prevention. He/She must maintain a code enforcement program to ensure existing buildings are kept safe for public occupation. He/She must maintain a plans review program to ensure new construction meets applicable codes.

DUTIES AND RESPONSIBILITIES:

1. The inspector shall design, implement, and maintain a plan review program.
2. The inspector shall design, implement, and maintain a comprehensive codes enforcement program.
3. The inspector shall attend pertinent courses and seminars to stay abreast of code changes, and new innovations.
4. The inspector shall provide technical advice on fire prevention, emergency planning, and pertinent National Fire Codes.
5. Other duties as assigned by the Fire Inspector's supervisors.
6. Applicant must be willing to attend job-related courses, in and out of State.
7. Inspect buildings to locate hazardous conditions and fire code violations.
8. Identify corrective actions necessary to bring properties into compliance with applicable fire codes, and tribal law regulations and to be able to explain these measures to property owners or their representatives.
9. Inspect fire detection and or fire protection systems to verify that such systems are in accordance with appropriate codes, regulations and standards.
10. Conduct follow-up inspection and compliance visits to ensure corrective actions have been taken where violations were issued.
11. Maintain complete records, detailed reports, and files of all buildings, inspections, and activities including paper, electronic, and computer.
12. Present and explain fire code requirements and fire prevention information to contractors, Tribal employees, fire service personnel and the general public.
13. Conduct and monitor fire exit and evacuation drills and do evaluation reports to occupants.
14. Recommend changes when necessary to fire prevention, inspection and fire code enforcement procedures.

15. Research, recommend and follow through with the adoption of fire, safety and building codes.
16. Maintain a professional appearance and courteous attitude at all times.
17. Must be a team player and stay in good physical and mental condition. Maintain firefighting abilities and equipment.
18. Work alternate schedules or fill shift vacancies on some occasions such as special events or emergencies.
19. Work with other Tribal Departments and outside agencies to maintain safety and good working relations with the Fire Department.
20. Assist in fire prevention presentations and activities as directed or needed.

WORK ENVIRONMENT:

This person works at the Choctaw Fire Department, Including indoor and outdoor fieldwork. Some travel and overnight stay will be required.

ESSENTIAL QULAIIFICATIONS:

1. Applicant must have 5 years experience in Codes Enforcement, and/or Fire Prevention, or Equivalent training and experience.
2. Applicants must be at least 21 years of age.
3. Applicant must be in good physical/mental health.
4. Applicant must have the ability to meet and deal with a wide variety of people in stressful situations.
5. Applicants must have a High School diploma or GED.
6. Preferential treatment will be extended to qualified Indian applicants and for prior training in related fields.
7. Applicants must possess reliable transportation and auto insurance.
8. Applicant must have and maintain a telephone in his/her residence, or a Reliable cell phone.
9. Must have the ability to communicate clearly and concisely orally and in writing.
10. Establish and maintain cooperative working relationships with all involved in each and every course of work.
11. Develop and maintain good employee morale and employee relations.
12. NFPA 1001 I&II
13. NFPA 1031 I
14. Hazardous Materials Technician
15. Instructor 1041
16. Investigator 1033
17. Must have a favorable background check including references and criminal findings. A criminal history can and may exclude you from obtaining this job.
18. Applicant must have and maintain a valid MS driver's license with a driving record.
19. All NIMS courses are necessary at this level.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350