

**City of Covington Job Posting**  
**Fire Inspector / OSHA Compliance Officer**

**Date:** June 2026

**Department:** Fire Department

**Grade Level:** GR 9

**FLSA:** Non-Exempt

**Job Summary:**

The purpose of this job is to perform existing building inspections to ensure fire code compliance. Duties and responsibilities include inspections of commercial and requested residential buildings, complaint investigations, and other related duties. The primary responsibility of the Fire Inspector is fire prevention through inspections.

The OSHA Compliance Officer is responsible for developing, implementing, monitoring, and evaluating occupational safety and health programs throughout all City of Covington departments. This position ensures compliance with applicable Occupational Safety and Health Administration (OSHA) standards, Tennessee Occupational Safety and Health Administration (TOSHA) regulations, environmental health and safety requirements, and industry best practices.

**Essential Duties and Responsibilities:**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

**Fire Inspector:**

- Conduct routine, annual, complaint-based, and follow-up inspections of commercial, industrial, educational, healthcare, assembly, mercantile, residential, and special occupancy structures.
- Enforce applicable editions of the International Fire Code (IFC), International Building Code (IBC), NFPA standards, and locally adopted ordinances.
- Identify fire hazards and life safety deficiencies and document violations.
- Issue inspection reports, notices of violation, correction orders, and compliance deadlines.
- Conduct re-inspections to verify corrective actions.
- Maintain accurate inspection records and documentation in department software systems.
- Inspect and evaluate fire protection systems
- Review building plans for compliance with fire and life safety requirements.
- Coordinate with city planning, codes enforcement, building officials, and contractors.
- Conduct inspections of new construction, renovations, and change-of-occupancy projects.
- Verify fire department access, hydrant placement, water supply requirements, and emergency access compliance.
- Works in cooperation with the State Fire Marshal and other local fire inspection personnel.
- Participate in Community Risk Reduction initiatives.
- Deliver fire and life safety education programs to schools, businesses, civic organizations, and the public.
- Coordinate smoke alarm installation programs and public outreach events.
- Conduct inspections for public assemblies, festivals, carnivals, and special events.
- Evaluate temporary structures, tents, pyrotechnics, and operational permits.

- Support pre-incident planning activities and target hazard assessments.
- Assist with fire origin and cause investigations as directed.
- Preserve evidence and document fire scenes.
- Prepare reports and assist investigators with documentation and witness interviews.
- Prepare detailed inspection reports and correspondence.
- Maintain records in accordance with department policies and public records requirements.
- Testify in administrative hearings, code appeals, and court proceedings when necessary.
- Participate in departmental training and professional development activities.
- Assist with emergency operations as assigned.

### **OSHA Compliance Officer:**

- Monitor and ensure compliance with OSHA, TOSHA, EPA, DOT, NFPA, and other applicable workplace safety regulations.
- Develop, maintain, and update city-wide occupational safety and health policies and procedures.
- Conduct compliance audits and inspections of all City facilities, operations, and worksites.
- Identify regulatory deficiencies and develop corrective action plans.
- Monitor changes in federal and state safety regulations and recommend policy updates.
- Serve as the City's liaison with regulatory agencies during inspections, investigations, and compliance reviews.
- Develop and administer comprehensive safety and health programs for all City departments.
- Evaluate hazards and provide recommendations for corrective action.
- Coordinate required OSHA/TOSHA training.
- Provide periodic reports to City leadership and department directors.

### **Required Certifications:**

- \* Hazardous Material Awareness certification within 6 months of employment.
- \* ICC Fire Inspector I certification within 12 months of employment.
- \* Public Fire & Life Safety Educator I certification within 24 months of employment.
- \* Must successfully complete Plans Review for Fire and Life Safety at the National Fire Academy within 36 months of employment.

Note: Must obtain required CEU's to keep all certifications current.

### **Desirable Education and Experience:**

Completion of courses and/or seminars in the fire service; and considerable experience in the fire service; or an equivalent combination of experience or education in a related field.

### **Minimum Training and Experience Required to Perform Essential Job Functions:**

High School diploma (or GED) required. Must possess a valid Tennessee Driver's License. (See Education Requirements).

### **(ADA) Minimum Qualifications or Standards Required to Perform Essential Job Functions**

#### **Physical Requirements:**

Must be physically able to operate a variety of office machines such as computer, printer, calculator, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert

up to one hundred pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to fifty pounds. Must have the ability to climb a ladder, balance, stoop, kneel, crouch, or crawl.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:**

Requires the ability to speak and/or signal people to convey or exchange technical information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures relating to fire and building code compliance. Requires the ability to write reports with proper format, punctuation, spelling, and grammar using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

### **Knowledge of Job**

Has considerable knowledge of the policies, procedures and activities of the City and fire code practices as they pertain to the performance of duties relating to the job of Fire Inspector I. Has considerable knowledge of fire code enforcement practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Comprehends the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move between 50-100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed partially in an office setting. While performing the duties of this job, the employee will also occasionally works in outside weather conditions.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the standard work environment is usually quiet to moderate.

Occasional long-range travel may be necessary.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Final selection; medical evaluation, drug screen, and background check required prior to employment.

The duties listed above are intended only as illustrations of the several types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Compensation and Benefits**

The compensation listed in this job description is specific to this position and takes into account a number of variables. This estimated range is based on various factors, including, but not limited to, job duties, experience, expertise, and established grades within our organization. A reasonable annual estimate of the range for this role based on the variables previously mentioned is **\$44,892 - \$65,025** annually. Benefits include state provided medical, dental, and vision coverage, automatic enrollment and contribution to the Tennessee Consolidated Retirement, tuition reimbursement offerings after twelve months of employment, and paid personal and sick leave through monthly service accrual.

### **EEOC Statement**

*The City of Covington is committed to a policy of equal employment opportunity for all applicants and employees. The City will comply with all applicable laws prohibiting discrimination against employees and applicants for employment on the basis of race, creed, color, religion, sex, age, gender, national origin, disability, veteran status, genetic information, pregnancy, sexual orientation, gender identity, or any other status protected by applicable law. Such compliance will occur in all employment decisions and actions regarding matters such as recruitment, hiring, promotions, transfers, layoffs, disciplinary action, termination, compensation, benefits, and City-sponsored training, education, and education assistance.*