

Applicant Instructions: This matrix is presented as a study aide to assist you in your preparation for the written job knowledge promotional examination for the Inspector position with the Houston Fire Department. The top twelve job tasks performed by an Inspector are listed on the left hand side of the page, and each Source Material is listed by title (only) on the top of this document (1-6). To identify what to study from any particular source and how to apply what you study to the test, follow down the sheet to read what portions/ chapters of the source are related to each critical job task. For example, as you study Source 1 think about how Chapter X might help you "Inspect properties to ensure that they are in compliance with applicable fire codes, ordinances, laws, regulations, and standards". Please note that examination questions will NOT be verbatim from the sources and will not be answerable by rote memorization. Correctly answering examination questions will require you to use the facts and information presented in these sources as they apply to the critical job tasks.

	Exam	Study Source 1	Study Source 2	Study Source 3	Study Source 4	Study Source 5	Study Source 6
	<u>Inspector 2015</u>	<u>Fire Inspector: Principles and Practice</u>	<u>Fire Prevention: Inspection and Code Enforcement</u>	<u>Diversity Consciousness: Opening Our Minds to People, Cultures, and Opportunities</u>	<u>International Fire Code w/ Houston Amendments</u>	<u>HFD Guidelines</u>	<u>HFD Life Safety Bureau Standards and Codes</u>
1	Inspect properties to ensure that they are in compliance with applicable fire codes, ordinances, laws, regulations, and standards.	Chapters 1-15	Chapters 1-17, 19	Chapters 1-9	Chapters 1-7, 9, 10, 22, 23, 27, 38, Appendix D	Guidelines I-01, 14, 16, 36, 41; Executive Orders 1-18, 1-50; Accountability Manual	01, 02, 03, 04, 05, 10, 11, 16
2	Identify corrective actions necessary to bring properties into compliance with applicable fire codes, laws, regulations, and standards, and explain these measures to property owners or their representatives and follow up to ensure that corrective actions have been taken in cases where violations were found.	Chapters 1-15	Chapters 1-17	Chapters 1-9	Chapters 1-7, 9, 10, 22-24, 26, 27, 30, 38, Appendix D	Guidelines I-01, 14, 16, 36, 41; Executive Orders 1-18, 50; Accountability Manual	01, 02, 03, 04, 05, 10, 11, 16
3	Document efforts taken to bring property owners into compliance with laws, codes, regulations, ordinances, and standards and write detailed reports of fire inspections performed, fire code violations observed, and corrective recommendations offered.	Chapters 1, 5, 14, 15	Chapters 2-5, 7, 9, 11, 19	Chapters 2, 4, 5	Chapters 1, 3, 7, 9, 10	Accountability Manual	01, 02, 03, 04, 05, 10, 11, 16
4	Inspect properties that store, handle, and use hazardous materials to ensure compliance with laws, codes, and regulations, and issue hazardous materials permits to facilities found in compliance.	Chapters 3, 11-13	Chapters 2, 3, 4, 5, 9, 12-18	Chapters 1-5, 7-9	Chapters 1, 23, 27, 30		01, 02, 03, 04, 05, 10, 11, 16
5	Inspect and test fire protection or fire detection systems to verify that such systems are installed in accordance with appropriate laws, codes, ordinances, regulations, and standards.	Chapters 5, 8-10, 14	Chapters 2, 3, 4, 6, 8, 10, 12, 15	Chapters 1-5, 7-9	Chapters 1, 9, 10		01, 05
6	Assists other inspectors with obtaining or locating resources to complete inspection tasks.	Chapters 1, 5, 6, 8	Chapters 8-10, 12, 13, 17	Chapters 1-5, 7-9		Guidelines I-01; Accountability Manual	
7	Present and explain fire code requirements and fire prevention information to architects, contractors, attorneys, engineers, developers, fire service personnel, and the general public.	Chapters 6, 7, 15	Chapter 1	Chapters 1-5, 7-9	Chapters 1, 3-7, 9, 10, 22, 23, 27, 38, Appendix D	Guidelines I-01; Accountability Manual	01, 02, 03, 04, 05, 10, 11, 16
8	Provides written notices and municipal court citations to violators.	Chapters 4, 15	Chapter 2	Chapters 2-5, 7, 8	Chapter 1	Guidelines I-01; Accountability Manual	01, 05
9	Attend training classes to maintain current Knowledge of fire prevention, safety, and firefighting procedures.	Chapters 1, 15		Chapters 7-9		Guidelines I-01, 14, 16, 36, 41; Accountability Manual	
10	Write reports for management regarding the number of inspections completed or other measures of work status.	Chapters 14, 15		Chapters 3, 5, 7-9	Chapter 1	Guidelines I-01	10
11	Inspect liquefied petroleum installations, storage containers, and transportation and delivery systems for compliance with fire laws.	Chapter 12	Chapter 7, 13, 14, 17		Chapters 1, 3, 9, 27, 30, 34, 38		01, 02, 04, 05, 10, 11
12	Review blueprints and plans for new or remodeled buildings to ensure the structures meet fire safety codes.	Chapter 6			Chapters 1, 5, 9, 10, Appendix D		