

Van Zandt County Employment Opportunity



Job Posting Notice:

Position: County Fire Marshall

Application Deadline: Open until filled

Location: Van Zandt County

Applications and Personal History Statements are available on vanzandtcounty.org. Please include resume.

Interested people shall submit or deliver their Application, PHS and Resume to: Van Zandt County Human Resources office, 121 E Dallas, St, Canton, Texas, 75103 or emailed to hr@vanzandtcounty.org

FLSA STATUS: Exempt Salary: \$60,000-\$70,000
Supervisor: Commissioners Court

SUMMARY:

Responsible for the general operations of the County Fire Marshal's office per the Texas Government Code Chapter 352, Subchapter B County Fire Marshal and performs post incident investigations of all fires in the unincorporated areas of Van Zandt County. The Van Zandt County Fire Marshal is also responsible for finding and correcting unsafe conditions of all Van Zandt County owned and/or operated buildings and publicly occupied buildings within the unincorporated areas of Van Zandt County as determined by local regulations or state statutes or upon request of the property owner/Representative. Per Chapter 352 of the Texas Local Government Code, the County Fire Marshal is a position appointed by the Van Zandt County Commissioners Court to a term not to exceed two years at which time the appointee may be considered for reappointment. The County Fire Marshal must meet and maintain all requirements and qualifications for holding the office of County Fire Marshal, including but not limited to bonding requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates and conducts investigations of fires and explosions, especially those of a suspicious nature or involving injury or death to determine their cause and origin.
- Coordinates and conducts criminal investigations into arson, insurance fraud and the use of explosives or explosive devices.
- Collects, preserves, and properly documents evidence and prepares criminal cases for prosecution.
- Interviews and interrogates when applicable complainants, suspects, witnesses, and other people who may have information related to crimes or suspected criminal activity.
- Obtains and serves search and arrest warrants associated with criminal investigations.
- Coordinates with State and Federal agencies regarding investigations when needed and where required.
- Prepares bid specifications for non-routine purchase of equipment and supplies.
- Research, coordinates, and prepares grant proposals for available government funding for new and continuing programs and projects.
- Administers grant awards and appropriations, maintain records and prepare reports for submission as required by the funding authority and Van Zandt County.
- Prepares, manages, and controls the departmental budget.
- Attends seminars, conferences, workshops, classes, lectures, and other continuing education opportunities to enhance and maintain knowledge of trends and developments in the fields of fire, arson, and explosives investigation.
- Supervises the activity of subordinate positions in the arenas of arson investigation.
- Inspecting fireworks stands for hazards and violations of State regulations
- Review plans for compliance with the Fire Code and make corrections as necessary.
- Review all permits for construction of On-Site Sewage Facilities.
- Approve or Deny construction, inspect construction, give authorization for usage, investigate and report to the State of Texas.
- Report to Commissioners Court installs, violations, investigations, and citations issued.
- Issue a Certificate of Compliance and Occupancy upon successful completion of a project.
- Successfully prove firearms proficiency annually.
- Performs other related work as needed or as assigned by the Van Zandt Commissioner's Court.
- Perform functions and duties of the County Fire Marshal's office as directed by Chapter 352 of the Texas Local Government Code.

ADDITIONAL JOB FUNCTIONS:

- On call status 24 hours a day, unless otherwise directed or arranged, to respond to environmental incidents, fires, explosions, weapons of mass destruction incidents, County governmental operations, County facility emergency operations, natural and man-made disasters.
- Regularly attend Van Zandt County Commissioner's Court and Pre-Development meetings of matters about the Van Zandt County Fire Marshal's Office and Fire Code.
- Serves as a member of various committees, councils, taskforces, and associations including, but not limited to the State Fireman's & Fire Marshals Association of Texas.
- Performs other related work as needed or as assigned by the Van Zandt County Commissioner's Court.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Fire investigation procedures
- Emergency management planning and operations
- Hazardous materials and mitigation procedures
- Fire prevention and fire safety inspection practices
- Review of buildings and plans for Code compliance

Ability to:

- Communicate effectively in written and oral forms
- Operate efficiently technological equipment such as:
 - Personal computers
 - Records management software
 - Digital imaging equipment
 - Electronic sensory devices
- Assists in command-and-control roles of large-scale incidents when:
 - Required such as in the unincorporated areas of Van Zandt County
 - Requested by Municipalities or Communities within Van Zandt County
 - Requested by neighboring Counties
- Required or requested by the Federal, or State government in disaster mitigation.
- Organize and execute drills and scenarios in coordination with Van Zandt County emergency and response planning

- Plan, organize, direct, and coordinate the work of lower-level staff or of others appointed to fulfill these roles.

Experience:

- 5 to 10 years in fire protection, law enforcement or emergency management.
- Minimum of 2 years' experience in a supervisory capacity or in program planning.

Education, License or Certificate:

- Intermediate or Advance Firefighter certification from the Texas Commission on Fire Protection
- Intermediate or Advance Arson Investigator certification from the Texas Commission on Fire Protection
- Basic or Intermediate Fire Inspector certification from the Texas Commission on Fire Protection
- Basic or Intermediate Police Officer certification from the Texas Commission on Law Enforcement
- Maintain On-Site Sewage Facility Designated Representative License.
- Preferred associate's degree in Fire Protection Technology or Criminal Justice

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to sit at a desk or other workstation, regularly required to stand, walk, stoop, use hands to finger, handle, feel objects, tools, or controls and reach with hands and arms. The employee is sometimes required to kneel, crouch, push, pull or climb and work from a ladder. Heavy lifting/moving up to 100 pounds is occasionally required or over 100 lbs. to move victims at a scene or use of force in arresting criminals that may require handling persons 100lb to 250lbs. Ability to see and distinguish color and/or contrast, speak clearly and hear is necessary for job performance.

WORK ENVIRONMENT:

Work is performed in an office, in a vehicle and outdoors potentially in inclement weather. Employees may be exposed to hazardous chemicals or hazardous gases. **Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.