

Job Description – Assistant Fire Marshal

Position Title: Assistant Fire Marshal
Job Family: County Judge
Reports to: Fire Marshal
FLSA Type: Non-Exempt

General Summary:

Responsible for the general operations of the County Fire Marshal's office in accordance with the Texas Government Code Chapter 352, Subchapter B County Fire Marshal inclusive of but not limited to coordinating of emergency management business, 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 identifying and correcting unsafe conditions of all Van Zandt County owned and/or operated buildings. Investigates the cause, origin, and circumstances of fires that occur within the county but outside the municipalities in the county and that destroy or damage property or cause injury to determine cause. Maintains records of investigations and collects/retains reports from other emergency services within the County. Conducts Public Nuisance and illegal dumping investigations. Serves as designated Representative for on-site sewage facilities. Responds to and conducts resources of various agencies during large scale events to include multi-alarm fires and natural disasters.

Essential Responsibilities and Job Functions:

- Keep a record of each fire investigated. The record includes facts, statistics, and circumstances determined by the investigation, including the origin of the fire and the estimated amount of loss.
- Determines if further investigation of a fire or of an attempt to set afire is necessary.
- Create subpoenas, administer oaths, preserve statements, affidavits and depositions; require the production of an instrument that is pertinent to the investigation.
- file complaints charging arson, attempted arson, conspiracy to defraud, or any other crime against a person the marshal believes to be guilty.
- File charges under Section 352.021 against a witness who refuses to cooperate with the investigation.
- Perform fireworks stand inspections, day care inspections, nursing home inspections, and jail inspections.
- Review all permits for construction of On Site Sewage Facilities; Approve or deny construction, Inspect construction, give authorization for usage, investigation violations of install, usage or septic related issues. Report to State of Texas installs, violations, investigations, citations issued. Report to Commissioners Court installs, violations, investigations, citations issued.
- Performs related work as assigned.

General Qualification Guidelines:

Experience and Education

- Associate's degree or equivalent preferred
- Two years of related experience preferred
- Prefer degree in Law Enforcement or Fire Protection
- Analytical skills
- Must have the ability to read, analyze and interpret data and create reports
- Must have strong verbal and written communication skills
- Must have the ability to effectively present information and respond to questions from a variety of agencies and County employees with different functional backgrounds
- Must have good organizational skills with the ability to prioritize varying duties

Knowledge, Skills and Abilities

- Ability to research, coordinate, and prepare grant proposals for available government funding for new and continuing programs and projects.
- 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.
- Ability to work cooperatively with other County agencies in emergent and non-emergent situations.
- Ability to work cooperatively with municipalities and other agencies within Van Zandt County when requested to assist or direct, post incident investigations, emergency management operations or in other duties as requested emergent and non-emergent.
- Ability to work cooperatively with local Amateur Radio Emergency Services (A.R.E.S.) and other volunteer based assistance organizations such as, but not limited to the American Red Cross and, Texas Baptist Men.
- Knowledge to make recommendations to the County Judge on severe weather situations and County building closures.
- Ability to attend Van Zandt County Commissioners' Court in regard to matters pertaining to the Van Zandt County Fire Marshal's Office, and other concerns that could affect Van Zandt County or citizens.
- Ability to serve as a member of various committees, councils, taskforces and associations including, but not limited to the State Fireman's & Fire Marshals Association of Texas, and other related organizations when applicable.
- Ability to work independently in the absence of specific instructions
- Ability to establish and maintain effective working relationships with elected officials, department directors, County employees and the general public

Registration, Certification or Licensure

- Requires license as an Intermediate Texas Peace Officer through the Texas Commission of Law Enforcement Officer Standards and Education
- Requires Arson Investigator through Texas Commission on Fire Protection
- Requires Fire Inspector through Texas Commission on Fire Protection
- Valid Texas Driver's License
- Maintain On-Site Sewage Facility Designated Representative license
- Medical exam and psychological test required after job offer

Physical Demand Code

- 25% Time Spent on H – Heavy
- 25% Time Spent on M – Medium
- 25% Time Spent on L - Light
- 25% Time Spent on S – Sedentary

PHYSICAL DEMANDS (overall strength)

PHYSICAL DEMAND

Work at the desk to write reports, appear in court, attend meetings, operate computer.

Sitting

Frequently on concrete, or in tall grass, mud, water, occasionally on all types of surfaces and terrain, including rock or uneven ground or area presenting obstacles

Running/Walking

Frequently light objects including firearms and recovered property, occasionally 50 – 100lbs. or over 100lbs. to move victims at the scene of an accident or use of force in arresting resisting criminals that may require handling persons 100 – 200lbs.

Lifting/Carrying

To restrain suspects, use firearms, siren controls, spotlights, etc.

Handling

To observe suspects, to identify suspects, their clothing, vehicles, license plates, etc.

Vision

To communicate with other officers, suspects, victims, witnesses, and general public

Hearing/Talking

To talk to suspects, question witnesses at crime scenes, provide testimony

Standing

- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

To move vehicles off the road, pull victims from a vehicle at an accident scene, push open doors and windows

Pushing/Pulling

Varying distances to open or crawl through windows into houses when you have warrants or to assist when you see someone lying down and you cannot get them to the door

Reaching

To go up on roofs, climb stairs in apartment complexes, climb over fences to apprehend suspects, climb ladders

Climbing/Balancing

The nature of criminal investigators' work is such that all types of body positions are assumed to varying degrees depending on the nature of the call investigator may be required to assume positions of kneeling, crouching, crawling, twisting, bending in order to apprehend a suspect in a narrow or cramped space to handcuff suspects on the ground

Kneeling/Crouching

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED:

PHYSICAL DEMAND

DESCRIPTION

JOB TITLE

Machines, Tools, Equipment, and Work Aides

All emergency equipment on a vehicle, various types of restraints and weapons including handcuffs, typewriter, communication equipment such as radio consoles mobile radios, fire extinguisher, computer.

Environmental Factors

Exposure to extreme temperatures of heat and cold, frequent risk of physical abuse, noise exposure during firearms training.

Protective Equipment Required

Rain gear, heavy jacket, bullet proof vest

Non-Physical Demands

None

SKILLS

Reading: Law books, legal decisions, map information, memorandums, instructions, department policies and procedures, case reports, drivers licenses, general correspondence, and court orders.

Writing: Reports including details and observation of crime scenes, incident reports of all types.

Math: Basic math

Reasoning: Ability to quickly analyze complex information in emergency or dangerous situations and make decisions of a life or death nature, analyze crime scenes and reconstruct events and cause.

Supervisory: Supervises the activity of subordinate positions in the arenas of arson investigation, emergency management and other roles as assigned.

Managerial: Responsibility for the operation of the Fire Marshal Office and Operations.

Interpersonal: Ability to deal with irate, hysterical, aggressive and abusive individuals, communicate with the public and other law enforcement agencies.

Pre-employment requirements

Physical required

Drug test required

Background check required

Work Scheduled/Hours

Normal regular schedule is Monday – Friday 7am to 4pm

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.

NOTE: This job description covers the general nature and level of work being performed by employees holding this position.. This is not intended to be a comprehensive listing of all duties and responsibilities required.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Van Zandt County and I recognize that job duties may be changed, amended or supplemented at any time, and that such changes will supersede this job description.

Date _____

Employee signature