

LIBERTY COUNTY FIRE MARSHAL

LIBERTY COUNTY JOB CLASSIFICATION

TITLE: FIRE MARSHAL

LOCATION: LIBERTY COUNTY, TEXAS

POSTING DATE: 11/06/2024

CLOSING DATE: Until filled. Applications will be considered two weeks after initial posting.

CONTACT PERSON: Mary Barrier, Human Resources

ADDRESS: 1901 Cos St., Liberty, Texas 77575

SALARY RANGE: Up to \$88,000.00, commensurate with experience

GENERAL DESCRIPTION:

LIBERTY COUNTY is seeking full-time FIRE MARSHAL to serve as the department head, with primary duties to include management, leadership and oversight of all department operations. Appointed by the Liberty County Commissioners Court, the Fire Marshal shall comply will all necessary certifications as required by law to perform the functions and duties of the office. Non-compliance with maintaining the necessary certifications could result in disciplinary measures, potentially leading to termination.

GENERAL EXPECTATIONS:

The Fire Marshal is expected to maintain high standards of excellence when representing the Liberty County Fire Marsal's Office in any county-related activity. No person shall act or behave, privately or in an official capacity, in such a manner as to bring discredit upon themselves or their department. All personnel shall obey all federal, state and local laws.

The Fire Marshal is expected to operate and run the department from either an office or field setting. A county vehicle will be provided.

ESSENTIAL DUTIES

- Manage overall function and activities of the department.
- Formulate and execute departmental policies, objectives and strategic plans that are uniform to state legislative requirements for law enforcement, fire services, and emergency operations, in addition to any rules adopted by Liberty County.
- Coordinate firefighting activities, assist ESD's, aid in major events within Liberty County.
- Investigate the cause, origin and circumstances of fires in unincorporated areas of Liberty County, including entering and examining structure where fires have occurred, and develop prevention strategies.
- Coordinate and collaborate with other local, state and federal law enforcement agencies within the criminal justice system.
- Execute comprehensive training for all personnel, including those certified or dual-certified in law enforcement, fire service, emergency management, and emergency medical services; ensuring that all programs meet state and national standards.
- Collaborate with other agencies and community organizations to promote fire safety education.
- Assist other agencies during emergencies or disaster situations.

- Advise the Liberty County Commissioners court on adopting rules to determine which fires warrant investigation.
- Keep records of all fires investigated, including requesting necessary documentation from local fire departments and EMS for further information.
- Perform any additional duties as directed by the Liberty County Commissioners Court.

**This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.*

MINIMUM QUALIFICATIONS

- At the date of hire, possess a valid driver's license, State of Texas Class C.
- At the time of appointment, be a certified ADVANCED peace officer with the Texas Commission on Law Enforcement.
- At the time of appointment, be a certified ADVANCED Level Firefighter OR Fire Inspector OR Fire Investigator by the Texas Commission on Fire Protection.
- Eligible to serve as Head of Department for Fire Prevention by the Texas Commission on Fire Protection.
- Employment is subject to a background check and drug test.

EDUCATION, TRAINING AND EXPERIENCE

- At least a high school diploma, or GED.
- At least 5 years of one or a combination of law/fire/military experience
- Management experience preferred

MISCELLANEOUS INFORMATION

A resume, at least three references and a completed Liberty County Employment Application are required for consideration for the above position. Please include copies of any of the requisite certifications. All applications may be submitted to the Liberty County Human Resources Department located at 1901 Cos St., Liberty, Texas 77575.