



## **JOB DESCRIPTION**

### **COUNTY FIRE MARSHAL**

**CLASS NO. 2405**

**EEOC CATEGORY: Protective Services**

**PAY GROUP: Unclassified**

**FLSA: Exempt**

### **SUMMARY OF POSITION**

Responsible for performing advanced-level protective service work in fire prevention, complex fire inspection, code enforcement, and fire/explosives investigation. This position is responsible for highly complex, more sensitive matters and serves as an expert in the area(s) of specialty. Responds to fire and/or explosion incidents in unincorporated areas of the county and other areas when properly requested to do so, to conduct origin and cause investigations. Conducts arson investigations and reports possible criminal activity to the District Attorney and assists in prosecutions. Conducts fire and life safety inspections to ensure buildings and facilities are in compliance with fire codes. This position is a 24-hour on-call position. This position shall act as a consultant to the commissioners and their respective volunteer fire departments in their precinct in regards to county-owned vehicles and equipment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. **Reports to:** Commissioners Court.
2. **Directs:** This is a non-supervisory position
3. **Other:** Interacts and works with Commissioners Court, Matagorda County Emergency Management, and 911 Coordinator first responders, private and public agencies; appraisal district, and tax office; has daily contact with county officials; local law enforcement organizations; other county employees; and the general public.

### **RESPONSIBILITIES**

- Develops strategies and techniques for fire protection and safety that best fit Matagorda County.
- Assists in planning, organizing, coordinating, and directing the operations of the Office of Emergency Services to ensure implementation of the department's vision and mission.
- Plans, coordinates, and assists with all County fire districts, volunteer fire departments, and other related emergency services agencies in relation to fire protection and emergency services functions.
- Provides support to Emergency Management and Emergency Operations in disasters, coordinating control burns with corporations and ranchers/farmers, and burn ban implementation and enforcement.

- Assists in educating county employees on disaster readiness, safety protocols, incident management system, and continuity of operations.
- Updates and advises authorities on the latest fire prevention activities that could affect outlying communities.
- Enforces all state and county regulations or laws that relate to fires, explosions, or damages of any kind caused by fire or explosions in accordance with Chapter 352 of the Local Government Code.
- Plans for all fire-related emergencies.
- Sets the standards for fire investigation certification.
- Ensures state certifications of staff within the Office of Emergency Services are maintained.
- Ensures that policies and processes for the Inspection and approval of fire protection equipment and construction are in place and followed.
- Ensures that processes are in place and utilized for training emergency service organizations and providing public awareness for citizens of the County
- Facilitates and assists in training emergency service organizations, community awareness organizations, and emergency responders on fire safety, fire protection, fire investigation, emergency fire rescue, and emergency fire response.
- Investigates and determines the cause, origin, and circumstances of fires in accordance with Subchapter B of Chapter 352, Local Government Code.
- Investigates any incident that relates to explosives, explosions, or any damage caused by an explosive or explosions in accordance with Chapter 352 of the Local Government Code.
- Collects evidence from fire and disaster scenes.
- Prepares records of investigations and inspections.
- Prepares affidavits for arrest warrants, search warrants, and subpoenas and executes them
- Takes and preserves witness statements, affidavits, and depositions to prepare for the filing of a complaint charging arson, attempted arson, conspiracy to defraud, or any other crime against a person the Fire Marshal believes to be guilty.
- Advises the Commissioners Court on the status of fire preparedness and fire codes throughout the County.
- Additional duties as assigned and required.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the incumbent regularly works outdoors, around fire-damaged buildings, and in all weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes, flames, or airborne particles; toxic or caustic chemicals; extreme cold and heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment may be loud. The incumbent may be exposed to unsound structures and hazardous debris.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of related Federal, State, Local, and County regulations, policies, and procedures related to fire, arson, explosives, criminal law enforcement, and investigations.
- Knowledge of fire science.
- Knowledge of Incident Command System and National Incident Management System.
- Knowledge of emergency operations and coordination.
- Knowledge of emergency planning and preparedness.
- Knowledge of program management.
- Knowledge of the principles and practices of supervision.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

- Five (5) years of firefighting/investigation or emergency services experience is preferred.
- Three (3) years of mid- to senior-level supervisory or management responsibilities are desirable.
- Sixty (60) semester hours of college/university coursework in Fire Science or Criminal Justice or an Associate Degree in Fire Science or Criminal Justice is preferred.
- Bachelor's degree in Emergency Management, Criminal Justice, Public Administration, or Fire Technology is desirable.

### **OTHER QUALIFICATIONS, CERTIFICATES, LICENSES, REGISTRATIONS**

- Current TCOLE-certified Basic Peace Officer in good standing.
- Current Certificate in Basic Fire Inspection as issued by the Texas Commission on Fire Protection Personnel Standards.
- Valid Class C Texas Driver's License.
- Basic Arson Investigation, Basic Fire Investigation certification as issued by the Texas Commission on Fire Protection Personnel Standards.