



Job Title: Fire Marshal
Department: Fire Marshal's Office
Position: Full Time
FLSA Status: Exempt
Salary: \$67,480.00
Job Opening: 09/24/2024 until filled

Job Summary:

Under administrative direction, plans, organizes, develops and provides oversight of programs of Fire Prevention which protects citizens from disasters and plans for emergencies to keep damage and loss of life at a minimum from natural and/or man-made disasters, including fire inspections, plan reviews, fire investigations, public education and other programs. The Fire Marshal performs and manages a variety of administrative, technical and managerial tasks utilizing sound fiscal management practices and is responsible for enforcement of applicable county, state and federal fire codes and regulations; performs related duties as required. The Fire Marshal performs and manages administrative, technical and managerial tasks related to the enforcement and compliance of Environmental Crimes within Henderson County and enforces all related county ordinances and State laws related to the Health and Safety Code, Public Nuisance and Illegal Dumping.

Essential Functions include the following. (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.) Other duties may be assigned.

Tasks

Investigates fires; determines cause and origin (e.g. arson, explosion, etc.); inspects and approves fire protection equipment and construction; file cases to assist in the prosecution of arsonists; provides fire safety and public awareness for citizens of the County; plans and works with other agencies for fire and life safety emergency response. Respond during and after work hours for fire investigations throughout the County.

Collects evidence from fire and disaster scenes; investigates day care centers for safety and emergency preparedness; sets the standards for fire investigation certification; identifies individuals who attempt to destroy property and life and file appropriate cases paperwork with the District Attorney.

Supervisory Responsibilities

The Fire Marshal supervises the Assistant Fire Marshal, deputies, Environmental Crimes Inspectors and administrative assistant.

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

Knowledge Of:

- NFPA 921 and 1033

- Firefighting tactics and strategy
- Principles of incident safety
- Hazardous materials incident management
- Principles and practices of program development and administration
- Fire science theory, principles and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation
- Knowledge and understanding of principles and practices of Henderson County Emergency Action Plan
- Modern fire loss and fire prevention principles, methods and practices
- Pertinent federal, state and local laws, codes and regulations
- Principle and practices of county budget preparation and administration
- Principles and laws relating to supervision, training, discipline and performance evaluation of department personnel
- Geography and street layout of the County and surrounding area
- Office procedures, methods and equipment including computers and applicable software applications such as word procession, spreadsheets, databases and Google sheets

Skill In:

- Overseeing, directing and coordinating the work of lower level staff
- Selecting, supervising, training and evaluating staff
- Analyzing problems and identifying alternative solutions, project consequences of proposed actions and implementing recommendations in support of goals
- Participating in the development and administration of office goals, objectives and procedures
- Preparing and administering program budgets
- Preparing clear and concise administrative reports
- Meeting and dealing tactfully and effectively with the public in all types of situations
- Speaking effectively before public gatherings
- Researching, analyzing and evaluating new service delivery methods and techniques
- Operating modern office equipment and computers
- Interpreting and applying federal, state and local policies, laws and regulations
- Demonstrating an awareness and appreciation of the cultural diversity within the community
- Communicating clearly and concisely, both orally and in writing
- Working cooperatively with other departments, county officials and outside agencies
- Preparing and presenting public information and educational programs
- Applying safe work practices
- Investigating fires and their origin and cause
- Assisting other agencies within the County on fire investigations
- Creating, preparing, filing and submitting a variance of cases to the appropriate county or district courts
- Testifying in all types of criminal cases
- Establishing and maintaining effective working relationships with those contacted in the course of work including county and other government officials, community groups and the general public

Education and/or Experience

A Minimum of 5 years experience in fire prevention and origin investigations of fires, fire protection, plan reviews, fire code enforcement

Other Qualifications, Certificates, Licenses, Registrations

Texas Commission on Law Enforcement certification as a peace officer.
 Texas Commission on Fire Protection Arson investigation certification
 Texas Commission on Fire Protection Inspector I certification
 Texas Commission on Fire Protection Inspector II certification
 Texas Commission on Fire Protection Plans Examiner certification
 Texas Commission on Fire Protection HOD certification
 Professional Development Series
 Basic NIMS classes

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to stand for long periods of time up to half of the work shift. The employee is required on rare occasions to move objects weighing up to 150 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing 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, in and around fire damaged buildings, and in inclement weather.

Send Resumes or applications to:

Human Resources 125 N. Prairieville Suite 203 Athens, Tx 75751

Email: Norma Bell nbell@henderson-county.com