



Harris County  
**Fire/Arson Investigator (TCOLE Only)**

<b>SALARY</b>	\$25.00 - \$28.00 Hourly	<b>LOCATION</b>	Houston, TX
<b>JOB TYPE</b>	Regular Full-time	<b>JOB NUMBER</b>	12137
<b>DEPARTMENT</b>	Fire Marshal's Office	<b>OPENING DATE</b>	05/01/2024
<b>CLOSING DATE</b>	5/11/2024 11:59 PM Central		

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### Position Description

A Fire/Arson Investigator is a certified peace officer that investigates the origin and cause of fires or explosions that threaten life, property, or the environment. The Fire/Arson Investigator reports to a supervisor and any management member and may work from either office or field location, depending on the work assignment. The incumbent has a working knowledge of recognized standards for fire investigations, fire inspections, fireworks, and fire and life safety hazards, including LGC. 352.016.

### Duties and Responsibilities:

- Investigates the origin and circumstances of assigned fires and explosions and determine whether the event was the result of design, carelessness, or natural cause based on nationally recognized standards.
- Ensures quality, accuracy, and timely completion of assigned tasks including program management in accordance with Harris County Fire Marshal's Office (HCFMO) policies and procedures.
- Assist in preparing a case to present to the district attorney or other proper authority where there is evidence of an incendiary fire.
- Performs administrative functions in accordance with policies and procedures, including completing, reviewing, and maintaining records and reports; and developing summary data reports, as required. •Performs as a member of an Incident Management Team during emergency or disaster situations. •Maintains situational awareness of all HCFMO activities.
- Serves on committees, boards, or other teams as assigned by the Fire Marshal.
- Performs assigned tasks safely and documents and reports initial accidents, injuries, or health exposures in accordance with accepted safety practices and HCFMO policy.
- May be assigned to any division within the HCFMO.
- Performs other duties as directed by a supervisor or senior staff member.

**Harris County is an Equal Opportunity Employer**

<https://hrrm.harriscountytexas.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or email [ADACoordinator@bmd.hctx.net](mailto:ADACoordinator@bmd.hctx.net)

### Requirements

#### Education:

- High School Diploma or G.E.D. equivalent from an accredited educational institution.

## Licensure:

- At the date of hire, possess a valid license driver's license, State of Texas Class C.
- Texas Commission on Law Enforcement Basic Peace Officer (or higher).

NOTICE: Applicants for this position will be subject to a criminal background check that includes being fingerprinted. This applies to any position with network access to Criminal Justice Information Services (CJIS) or access to an area where CJIS is received, maintained or stored either manually or electronically (i.e. custodian, maintenance).

## Automatic Disqualification:

- Convictions, probation, or deferred adjudication for any Felony, and any Class A Misdemeanor.
- Convictions, probation, or deferred adjudication for a Class B Misdemeanor, if within the previous 10 years.
- Open arrest for any criminal offense (Felony or Misdemeanor).
- Family Violence conviction.

**NOTE:** Qualifying education, experience, knowledge, and skills must be documented on your job application. You may attach a resume to the application as supporting documentation but **ONLY information stated on the application will be used for consideration. "See Resume" will not be accepted for qualifications.**

## Preferences

- A minimum of one (3) year of fire service or law enforcement experience.
- Texas Commission on Fire Protection (TCFP) Basic Fire Investigator.
- Within one (1) year of appointment, provide proof of completion for NIMS IS-700, IS-800, IS-100, IS-200, ICS-300, ICS-400.
- Texas Commission on Fire Protection (TCFP) Intermediate Fire Investigator.
- Texas Commission on Law Enforcement Intermediate Peace Officer (or higher).

## General Information

### Position Type and Typical Hours of Work:

- Regular Full-time
- 48/36 Hours per Week
  - Various Shifts
  - Includes Nights, Weekends, and Holidays

### Schedule:

The investigation division provides services 24/7. Investigators are assigned a shift and rotate the first week of June each year.

- A-Shift works 6AM to 6PM on Sunday, Monday, Tuesday, and every other Wednesday.
- B-Shift works 6PM to 6AM on Saturday, Sunday, Monday, and every other Tuesday night.
- C-Shift works 6AM to 6PM on every other Wednesday, Thursday, Friday, and Saturday.
- D-Shift works 6PM to 6AM on every other Tuesday, Wednesday, Thursday, and Friday night.

### Salary:

- \$25.00 - \$28.00 Hourly
- Depends on Qualifications
- Based on 26 Pay Periods
  - Plus, benefits

Employment is contingent upon passing a background check and drug screen.

Due to a high volume of applications positions may close prior to the advertised closing date or at the discretion of the Hiring Department.

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**Agency**

Harris County

**Address**

1111 Fannin St  
Ste. 600  
Houston, Texas, 77002

**Phone**

713-274-5445

**Website**

<https://www.governmentjobs.com/careers/harriscountytx>

## Fire/Arson Investigator (TCOLE Only) Supplemental Questionnaire

**\*QUESTION 1**

Which of the following best describes your highest level of education completed as it relates to this position?

- High School or GED diploma
- Associate Degree
- Bachelor's Degree
- Master's Degree or higher
- None of the above

**\*QUESTION 2**

Are you currently certified as a Texas Commission on Law Enforcement Basic Peace Officer (or higher)?

- Yes
- No

**\*QUESTION 3**

What level of a Texas Commission Fire Protection Fire/Arson Investigator certification do you possess?

- Basic
- Intermediate
- Advanced
- Master
- None

**\*QUESTION 4**

At the time of appointment are you eligible to be commissioned by the Texas Commission on Law Enforcement (TCOLE) and appointed by HCFMO as a TCOLE Basic Peace Officer (or higher)?

- Yes
- No

**\*QUESTION 5**

**What level of fire service experience do you have?**

- One (1) to five (5) years
- Five (5) to ten (10) years
- Ten (10) years or more
- N/A; I do not have this experience

**\*QUESTION 6**

**Which of the following best describes your verifiable fire service or law enforcement experience? (To be considered, qualifying experience must be documented in your application's employment history)**

- Less than one (1) year
- One (1) year but less than two (2) years
- Two (2) years but less than three (3) years
- Three (3) years or more
- I do not have this experience

**\*QUESTION 7**

**Please provide details about your verifiable fire service or law enforcement experience. Do not use "Please see Resume" or "See Resume" (To be considered, qualifying experience must be documented in your application's employment history) Please include your (a) role(s), (b) types of organizations, (c) scope of duties and responsibilities If you do not have this experience, please type "None" in the space provided.**

**\*QUESTION 8**

**This role requires a Valid Driver's License (Texas upon hire) Do you have a Valid Driver's License?**

- Yes, I have a Valid Texas Driver's License
- Yes, I have a Valid Driver's License but understand I must obtain a Valid Texas Driver's License prior to start date
- No, I'm not interested

**\* Required Question**