



## Harris County Sergeant - Fire/Arson Investigations

<b>SALARY</b>	\$36.88 - \$39.49 Hourly	<b>LOCATION</b>	Houston, TX
<b>JOB TYPE</b>	Regular Full-time	<b>JOB NUMBER</b>	11941
<b>DEPARTMENT</b>	Fire Marshal's Office	<b>OPENING DATE</b>	12/22/2023
<b>CLOSING DATE</b>	1/22/2024 11:59 PM Central		

### Position Description

As a first line supervisor, the incumbent's main responsibility is to provide leadership and guidance to their team on a day-to-day basis. This involves overseeing and coordinating the work of their assigned areas of responsibility, ensuring that tasks are completed efficiently and effectively.

### Duties and Responsibilities:

- Provide input for decisions and comprehensive long-range plans so that the projected needs of the community are met, and department resource utilization is maximized.
- Ensure quality, accuracy, and timely completion of assigned tasks including program management in accordance with HCFMO policies and procedures.
- Supervise assigned employees — to include hiring, training, evaluating, and disciplining employees — and prioritize workload to ensure effective delivery of services.
- Perform administrative functions in accordance with policies and procedures, including completing, reviewing, and maintaining records and reports; and developing summary data reports, as required.
- Perform as a member of an Incident Management Team during emergency or disaster situations.
- Maintain situational awareness of all HCFMO activities and act as a Chief Officer as required.
- Serve on committees, boards, or other teams as assigned by the Fire Marshal.
- Perform assigned tasks safely, document and report initial accidents, injuries, or health exposures in accordance with accepted safety practices and HCFMO policy and perform other duties as directed by a supervisor or senior staff member.

### Harris County is an Equal Opportunity Employer

<https://hrm.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

#### Experience:

- Six (6) years full-time fire investigation experience.

**OR a combination of the following:**

- Three (3) years full time fire investigation experience with
- Six (6) years part-time fire investigation experience

**OR**

- Three (3) years full time fire investigation experience with
- Three (3) years part-time fire investigation experience and an IAAI FIT certification

**OR**

- Three (3) years full time fire investigation experience with
- An IAAI CFI certification.

**Certifications:**

- Must be a TCOLE Certified Peace Officer (Basic).
- Must have a TCFP ADVANCED Arson/Fire Investigator.

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**

- One (1) year of supervisory/leadership experience.
- TCFP ADVANCED Arson Investigator.

**General Information****Position Type and Typical Hours of Work:**

- Regular Full-time
- 40 Hours per Week | Various Shifts
  - To Include Nights, Weekends & Holidays
  - Hours will be discussed during departmental interview

**Salary:**

- \$36.88 - \$39.49 Hourly
- Depends on Qualifications

- Based on 26 Pay Periods

**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.**

**Agency**

Harris County

**Address**

1111 Fannin St  
Ste. 600  
Houston, Texas, 77002

**Phone**

713-274-5445

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

## Sergeant - Fire/Arson Investigations Supplemental Questionnaire

**\*QUESTION 1**

**Are you a TCOLE Certified Peace Officer (Basic)?**

- Yes  
 No

**\*QUESTION 2**

**Are you a TCFP ADVANCED Arson/Fire Investigator?**

- Yes  
 No

**\*QUESTION 3**

**Which of the following best describes your verifiable full-time fire investigation experience? (To be considered, qualifying experience must be documented in your application's employment history)**

- Less than three (3) years  
 Three (3) years but less than four (4) years  
 Four (4) years but less than five (5) years  
 Five (5) years but less than six (6) years  
 Six (6) years or more  
 I do not have this experience

**\*QUESTION 4**

**Please provide details about your verifiable full-time fire investigation 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 5**

**Which of the following best describes your verifiable part-time fire investigation experience? (To be considered, qualifying experience must be documented in your application's employment history)**

- Less than three (3) years
- Three (3) years but less than four (4) years
- Four (4) years but less than five (5) years
- Five (5) years but less than six (6) years
- Six (6) years or more
- I do not have this experience

**\*QUESTION 6**

**Please provide details about your verifiable part-time fire investigation 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 7**

**Which of the following best describes your verifiable supervisory/leadership 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 8**

**Please provide details about your verifiable supervisory/leadership 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 9**

**Do you have an IAAI FIT certification?**

- Yes
- No

**\*QUESTION 10**

**Do you have an IAAI CFI certification?**

- Yes
- No

**\*QUESTION 11**

**Are you an TCFP ADVANCED Arson Investigator?**

- Yes

No

\* Required Question