



**TRAVIS COUNTY**  
invites applications for the position of:  
**Fire Marshal Assistant**  
**Deputy II**

**SALARY:** \$59,466.58 - \$77,306.53 Annually

**OPENING DATE:** 06/29/21

**CLOSING DATE:** Continuous

**JOB SUMMARY:**

Conducts operations within the Fire Investigation Division, the Fire Prevention Division or Fire Inspection Division. Reports to an Assistant Fire Marshal or Fire Marshal.

**DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of five fire marshal-related job classifications within the Public Safety/Emergency Management job family. This classification is distinguished by the years of experience related to Fire Safety and Prevention. Available for emergency response at all times when in geographic area. Emergency operations require working under difficult conditions. This classification requires a flexible work schedule to meet the needs of the department, including frequent evenings and weekends.

**DUTIES AND RESPONSIBILITIES:**

- Ensures 24-hour fire coverage of on-duty and on-call personnel. Conducts analysis of fire and explosion scenes to determine origin and cause. Documents and takes photographs of scenes, makes sketches, gathers and preserves evidence. Conducts interviews with witnesses, suspects and those with interests in the property. Takes written and sworn statements. May be responsible for an Arson Canine Program and provide housing, training and upkeep of arson dog. May assist in Juvenile Fire Setter Intervention Program by counseling and training juvenile offenders.
- Initiates and completes assigned investigation and case reports and related documents. Conducts follow-up investigations. Prepares affidavits for arrest warrants, search warrants and subpoenas and executes them. Prepares cases for presentation to prosecutor's office. Testifies before grand jury, justice of the peace court, state and federal courts.
- Supports emergency operations in fire protection, rescue, aviation, law enforcement, hazmat, homeland security and emergency management. Instruct classes on fire protection. Makes public presentations related to fire prevention education. Maintains assigned County vehicle and equipment.
- Schedules and responds to citizen requests for fire inspections. Conducts Plan Reviews. Performs inspections of homes, businesses, schools and other structures. Detects fire hazards and makes recommendations for corrections. Performs timely follow-up inspections to ensure compliance. Performs inspections of County-owned and leased facilities in conjunction with Risk Management and Facilities Management. Maintains records and reports of inspections. Makes public education presentations.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree in Emergency Management, Criminal Justice, Fire Science or Fire Technology/Engineering Technology or a directly related field AND three (3) years' experience in public safety (law enforcement, fire protection, fire inspector/prevention) for a government agency; OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

**Licenses, Registrations, Certifications, or Special Requirements:**

Basic Certification issued by the Texas Commission on Law Enforcement (TCOLE).

Basic TCFP Arson Investigator Certification issued by the Texas Commission on Fire Protection or successfully obtain within six months from the start date of employment.

Basic TCFP Fire Inspector Certification issued by the Texas Commission on Fire Protection or successfully obtain within six months from the start date of employment.

Valid Texas Driver's License.

**Preferred:**

Intermediate or Advanced TCFP Arson Investigator and TCFP Fire Instructor certification issued by the Texas Commission on Fire Protection.

Certification to the technician level in compliance with 29 Code of Federal Regulations (CFR) 1910.120.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Fire inspection procedures, including NFPA 101, International Fire Code, NFPA 13 and NFPA 72.
- Arson investigation procedures.
- Texas Penal Code, the Texas Code of Criminal Procedure and of the Incident Command System (ICS).
- Appropriate response to emergency situations.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Budgetary and fiscal process.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Interviewing.
- Meeting emergencies.
- Researching, analyzing, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Using handguns and other firearms.
- Both verbal and written communication, including presentations.

**Ability to:**

- Instruct, advise, plan, assign and coordinate activities.
- Work independently.
- Maintain accurate logs.
- Read and comprehend technical publications.
- Communicate effectively.
- Work calmly, effectively and decisively in emergency situations.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Work as a team member within a diverse organization.

- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, public safety agencies, attorneys, emergency services professionals and the general public.

## WORK ENVIRONMENT & OTHER INFORMATION:

Physical requirements include the ability to lift/carry up to 50-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Must be available to work in inclement weather. Subject to contact with dust, dangerous machinery, noise, fumes, potential harm, vibration, communicable diseases, and hazardous chemicals. May be subject to performing physically challenging work in environmentally adverse and dangerous conditions.

Travis County employees play an important role in business continuity. As such, employees can be assigned to business continuity efforts outside of normal job functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

Hours: Flexible 8:00 am to 5:00 pm; works some holidays nights, and weekends

Location: 5555 Airport Blvd, Austin

Department: Emergency Services

TCOLE, Psychological Exam

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.traviscountytexas.gov/human-resources/jobs>

Position #21-06448  
FIRE MARSHAL ASSISTANT DEPUTY II  
MP

OUR OFFICE IS LOCATED AT:  
700 Lavaca Street, 9th Floor  
Austin, TX 78701  
512-854-9165  
[careers@traviscountytexas.gov](mailto:careers@traviscountytexas.gov)

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