



**HARRIS COUNTY**

Human Resource & Risk Management  
Houston, TX 77002

<https://agency.governmentjobs.com//harriscountytexas/default.cfm>

**invites applications for the position of:**

**Fire/Arson Investigator - Part Time**

An Equal Opportunity Employer

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**SALARY:** Depends on Qualifications

**OPENING DATE:** 03/26/20

**CLOSING DATE:** 04/26/20 12:00 AM

**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 work assignment. The incumbent has a working knowledge of recognized standards for fire investigations, fire inspections, fireworks, fire and life safety hazards, including LGC. 352.016.

- Investigates the origin and circumstances of assigned fires and explosions and determines 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, to include 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:**

- High School diploma or GED equivalent
- Basic computer skills
- Valid driver's license

**OR**

- Current Harris County Fire Marshal's Office Employee.

**Additional Requirements:**

- If a licensed Peace Officer, eligible to be commissioned by the Texas Commission on Law Enforcement (TCOLE) and appointed by HCFMO.

**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.

**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.

**PREFERENCES:**

- A minimum of three (3) year of fire service or law enforcement experience.
- Previously trained in NIMS IS-700, IS-800, IS-100, IS-200, ICS-300, ICS-400.
- At the time of appointment, be certified by the Texas Commission on Fire Protection ("TCFP") as a Fire/Arson Investigator.

**GENERAL INFORMATION:**

**HOURS:**

- Up to 24 Hours Per Week
- Various Shifts Flexible

- Possible Weekends, and Holidays

**SALARY:**

- Depends on Qualifications
- Based on 26 Pay Periods

**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).

**Due to a high volume of applications positions may close prior to the advertised closing date.**

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Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:  
<https://www.governmentjobs.com/careers/harriscountytexas>

1310 Prairie Street, Ste. 240  
Houston, TX 77002

Position #05199  
FIRE/ARSON INVESTIGATOR - PART TIME  
DP

[employment@bmd.hctx.net](mailto:employment@bmd.hctx.net)

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**Fire/Arson Investigator - Part Time Supplemental Questionnaire**

- \* 1. Which of the following best describes your highest level of education completed as it relates to this position?
- High School Diploma or G.E.D. equivalent
  - Associates Degree

- Bachelor's degree or higher ,None of the above
- None of the above
- \* 2. Please describe your educational background including level of education completed, area of study, and completed major and minor programs.
- \* 3. If a licensed Peace Officer, are you eligible to be commissioned by the Texas Commission on Law Enforcement ("TCOLE") and appointed by HCFMO?
  - Yes, I am TCFP Certified
  - I am not TCFP certified, but I am eligible to obtain certification by the time of appointment
  - None of the above
- \* 4. If you answered yes to the previous question, please indicate the state/branch of issuance and the dates of admission below. If you answered no, please type "None" in the space provided.
- \* 5. Are you currently certified by the Texas Commission on Fire Protection as an Fire/Arson Investigator?
  - Yes
  - No
- \* 6. If you answered yes to the previous question, please indicate the state/branch of issuance and dates below. If you answered no, please type "None" in the space provided.
- \* 7. Please scan and attach copies of your TCFP and TCOLE certifications to this application before submitting the application. Did you attach copies of your certifications?
  - Yes. I have attached my certifications.
  - No. I have not attached my certifications.
- \* 8. Which of the following best describes your prior fire service and/or law enforcement experience.
  - Less than one year
  - One year but less than two years
  - Two years but less than three years
  - Three years or more
  - No experience
- \* 9. Please provide details of your fire service and/or law enforcement experience. (To be considered, qualifying experience must be documented on your application's employment history.) You may make reference to your employment history, but do not use "See Resume", as we do not use resumes for qualifications. If you do not have this experience, type "none" in the space provided.
- \* 10. Have you completed any of the following National Incident Management System (NIMS) trainings?

Please select all that apply.

- IS-100
- IS-200
- IS-300
- IS-400
- IS-700
- IS-800
- None of the Above

- \* 11. Do you have demonstrated working knowledge of recognized standards for fire inspections, fire investigations, fireworks, and other fire and life safety hazards?
  - Yes
  - No
  
- \* 12. Please provide details of your demonstrated working knowledge of recognized standards for fire inspections, fire investigations, fireworks, and other fire and life safety hazards. If you do not have this knowledge, please type "None" in the space provided.
  
- \* 13. This position requires a valid driver's license. Upon hire, a State of Texas Class C license must be obtained by the start date. Do you have a valid driver's license?
  - Yes
  - No
  
- \* 14. Please provide number, class, state, and expiration date below: (Type N/A if not applicable)
  
  
- \* 15. Are you a current Harris County Fire Marshal's Office Employee?
  - Yes
  - No
  
- \* 16. Which of the following describes your level of proficiency using a personal computer and common office software? Please select your level of proficiency based on the following descriptions:  
Advanced: A person with this level of skills is able to produce very large, complex formal documents that require a table of contents, footnotes, endnotes, bookmarks, and other special elements; a wide range of graphic effects, and use advanced techniques for analyzing and manipulating data. Has full mastery of Macro commands and skills to tie the objects together into a cohesive system by using Macros and Visual Basic for Applications code. Makes interactive presentations by using hyperlinks and action buttons. Intermediate: A person with this level of skills is able to customize toolbars, import and insert graphs, embed Excel data, and elaborate reports. Understands the concepts of databases and is able to work with charts and to use the list management capabilities of Excel. Able to use complex query techniques, create efficient forms and reports, and create Macros to automate these forms. Makes interactive presentations by using hyperlinks and action buttons. Basic: A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup. Has the ability to enter and correct data, modify a workbook, format a worksheet, and use printing functions.

Understands the different database concepts and structures and is familiar with data validation and is able to create a simple presentation in PowerPoint, run it, and print it. Entry Level: A person with this level of skills has the ability to open, create, save and modify documents in Word, send and receive email in Outlook and create spreadsheets in Excel. Format documents for printing, comfortable using the printer menu to preview documents. Has ability to change the font, the margins, insert or delete pages and use the built-in spellcheck

- Advanced
- Intermediate
- Basic
- Entry-level
- Not proficient

\* Required Question