



SMITH COUNTY
invites applications for the position of:
Deputy Fire Marshal

SALARY: \$25.62 - \$28.50 Hourly
\$2,049.42 - \$2,279.73 Biweekly
\$53,285.00 - \$59,273.00 Annually

OPENING DATE: 06/04/21

CLOSING DATE: Continuous

SUMMARY/OBJECTIVE:

This position fulfills the responsibilities of Deputy Fire Marshal/Arson/Investigator/Inspector, with full authority to initiate and make decisions, seeing that they are carried out as needed.

Shift

Monday through Friday from 8:00 am to 5:00 pm
Including one week on-call, every three weeks

DUTIES AND RESPONSIBILITIES:

Deputy Fire Marshal

- Investigates all types of fire, bomb threats, explosions, etc., within the assigned area and throughout Smith County, as well as adjoining counties as called upon, to find the cause and origin. If found to be suspicious or intentionally ignited, collects, preserves and processes evidence, maintaining chain of custody, obtains statements and facts, completes report in a timely manner, and prepares and presents findings to the proper courts if called upon to do so.
- Assists investigators with the investigation of fires, bomb threats, explosions, etc.
- Assists with the inspection of firework stands to ensure compliance with current State standards during both firework-selling seasons. Ensures citizens are compliant with the Laws of the State of Texas regarding the discharge of fireworks year-round.
- Assists with fire safety and prevention inspections as well as inspections of sprinkler systems, range hood systems, businesses, foster homes, schools, restaurants, plan examinations, etc., as required or requested.

- Participates in weekly rotation with Deputy Fire Marshals for answering calls on an “on-call” basis after regular business hours and on holidays and weekends for all of Smith County.

Office of Emergency Management

- Develops hazard mitigation plans as required by Section 406 of Public Law 93-288.
- Develops and coordinates hazard mitigation planning. Implements measures to accomplish long-term prevention and reduction of adverse impact of natural and man-made hazards on the citizens of Smith County.
- Develops measures which balance the cost of implementation against the potential cost of continued damages, if such measures are not taken.
- Collects data in scientific manner to identify hazards and assesses their impact on Smith County.
- Coordinates all short- and long-term mitigation actions developed to reduce incidents that place persons and property at risk from the impact of an incident.
- Provides assistance to the Interagency Hazard Mitigation Team, established by FEMA, in the event of a Presidential major disaster declaration.
- Assists with the planning and coordination of emergency management preparedness exercises.
- Assists at scene of and coordination of hazardous material spills or incidents.
- Serves as the Hazard Mitigation Officer when the Emergency Operations Center (EOC) is activated.
- Maintains Annex P – Hazard Mitigation to the Emergency Management Plan.

General

- Boxes up, delivers, picks up and distributes all packages and parcels for intra and interstate shipment to proper persons.
- Upholds and enforces the Laws of the State of Texas which are primarily fire-related, and all Laws of the State of Texas if needed of if the occasion arises.
- Performs other duties and special projects as assigned.

REQUIRED SKILLS AND ABILITIES:

- Knowledge of operational characteristics, services and activities of a comprehensive fire investigation, prevention and suppression program.
- Knowledge of Emergency Management procedures, policies and operations.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Knowledge of modern office procedures, methods and computer equipment.
- Knowledge of building construction and electrical service.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.

- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to adapt to changes in the work environment, manage competing demands and deal with changes, delays and unexpected events.

EDUCATION AND EXPERIENCE:

- High School diploma or G.E.D. required.
- College coursework or degree in a related field preferred.
- Three (3) years of fire suppression, emergency medical, investigative and other related work experience preferred.
- Three (3) years of increasing responsibilities and professional experience in fire protection, plan review, fire prevention inspection, fire code enforcement, fire investigations and the enforcement of all fire prevention laws and codes relative to the protection of life, property and the environment from fire and unauthorized or accidental hazardous material releases preferred.
- Any equivalent combination of education, experience and training that provides the required knowledge skills and abilities.
- Experience in Emergency Management operations preferred.

Licenses and Certifications

- Texas Peace Officer certification with the Texas Commission on Law Enforcement.
- Must have basic fire investigator certification, Inspector I & II, and Plans Examination certification with Texas Commission on Fire Protection. If not currently certified, must be able to obtain certifications within 18 months of employment.
- Completion of NIMS IS100, IS200, IS700 and IS800 courses required. In addition, IS300, IS400 and Professional Development Series preferred.

Physical Demands and Work Environment

- Crawling, kneeling, bending and climbing ladders.
- Ability to lift up to 50 pounds and to re-construct fire scenes.
- Working in confined spaces and under other hazardous conditions.

Travel

The Deputy Fire Marshal will be required to travel outside of Smith County for training.

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