



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Deputy Fire Marshal – Plans Examiner	<b>Job Number</b>	656-DFM-080320
<b>Department Head</b>	Director of Emergency Services	<b>Date Open</b>	August 3, 2020
<b>Salary Range Minimum</b>	\$22.25 Hourly	<b>Application Deadline</b>	Until Filled

**THIS IS A PART-TIME POSITION; HOURS TO BE DETERMINED**

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.barrios@co.hays.tx.us](mailto:amanda.barrios@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.barrios@co.hays.tx.us](mailto:amanda.barrios@co.hays.tx.us)

### Education and/or Experience

- Five (5) years of firefighting, investigation, public safety or emergency services experience.
- Two (2) years of fire plan review experience.
- Three (3) years of performing fire inspections experience.
- Thirty (30) semester hours of college/university coursework in Fire Science, is preferred.

### Other Qualifications, Certificates, Licenses, Registrations

- Basic Fire Inspection certification as issued by the Texas Commission on Fire Protection.
- Plans Examiner certification as issued by the Texas Commission on Fire Protection.
- Valid Class C Texas Driver's License.
- Basic Fire Investigation or Arson Investigator certification as issued by the Texas Commission on Fire Protection, is preferred.
- Fire Instructor certification as issued by the Texas Commission on Fire Protection, is preferred.
- Fire and Life Safety Educator I issued by the Texas Commission on Fire Protection, is preferred.
- Current TCOLE Basic Peace Officer certification, in good standing, is preferred.

### Required Skills

- Maintains records of plan reviews, permits and inspections.
- Files criminal citations with the Justice of the Peace in their respective precincts.
- Conducts fire inspections of businesses and homes to provide information on how to better protect property and life. Schedules and responds to citizen requests for fire inspections.
- Performs inspections of homes, businesses, schools and other structures. Identifies fire hazards and makes recommendations for corrections. Performs timely follow-up inspections to ensure compliance. Performs inspections of county owned and leased facilities.
- Approves fire protection equipment, construction, and fire safety plans for organizations and new construction within the County.
- Provides support to Emergency Management and Emergency Operations in disasters.
- Assists in educating county employees on disaster readiness, safety protocols, incident management system and continuity of operations.
- Makes public education presentations.
- Trains emergency service organizations, community awareness organizations, and emergency responders on fire safety, fire protection, fire inspections and emergency response.
- Plans, coordinates and assists with all county fire districts, volunteer fire departments, and other emergency services agencies in relation to fire protection and emergency services functions.
- Develops strategies and techniques of fire protection and safety that best fits Hays County.
- Maintains all current certification and continuing education requirements through the Texas Commission on Fire Protection (TCFP).
- Performs other duties as assigned.

### Summary

Under direction of the Hays County Fire Marshal, the Deputy Fire Marshal – Plans Examiner performs advanced level protective service work in fire prevention, fire safety inspection, code enforcement and plan review. Conducts fire and life safety inspections to ensure buildings and facilities are in compliance with fire codes. This position plans, organizes, coordinates and directs the activities of the plans review program within the office.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**