



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FIRE INVESTIGATOR**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Inspects Commercial or residential businesses for Fire Code Compliance. Responsible for investigating fire hazards, complaints, and bomb threats in addition to teaching fire prevention and working with all fire departments in the county, paid and volunteer. Reviews construction and business plans for fire code recommendations and enforcement.

EXAMPLES OF WORK PERFORMED

Handles fire inspections and complaints

May issue Fire Code Citations

Conducts fire prevention education

Conducts construction/business plan reviews

May investigate fire/arson/explosions

Works with County, City, State and Federal Agencies

Maintains files, records and reports

Works with fire departments

May coordinate with the Hidalgo County Arson Task Force

Coordinates emergency management for unincorporated areas of the County

May investigate explosions and explosive devices

Coordinates and investigates HAZMAT incidents in unincorporated areas

Coordinates weapons of mass destruction activities in unincorporated areas

Enforces State fireworks rules and inspection of firework stands

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent; vocational or special training

Two (2) years related experience

One (1) year of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must be a State Certified Fire Inspector ((TCFP)

State Fire Investigator certification (TCFP)

ICS 100-400

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to job

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to prepare reports; to communicate effectively

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations