



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FIRE MARSHAL**
Grade: 18

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

Hired by the Hidalgo County Commissioners Court under a two (2) year appointment, the Fire Marshal provides executive leadership and is responsible for planning, organizing, directing and coordinating all services and duties of the Fire Marshal's Office. The Fire Marshal develops policy recommendations for the organization, and oversees the development and implementation of codes, standards, and jurisdictional requirements as stated by the Local Government Code under County Fire Protection and Texas Commission on Fire Protection.

The Fire Marshal will be responsible for the daily management and oversight of the Organization including working closely with the various department and program executives, as well as with other external agencies and stakeholders. The Fire Marshal is to report to the County Executive Office.

The Fire Marshal plans, organizes, directs, administers, reviews and evaluates the activities and operations of the Organization.

The Fire Marshal is responsible for reviewing and processing rural fire call contract invoices.

The Fire Marshal is designated to provide delivery, management, and/or administration of fire protection and life safety related codes and standards, investigations, education, and/or prevention services for local, county, state as determined by Local Government Code (CH.352).

EXAMPLES OF WORK PERFORMED

Duties and responsibilities of the Fire Marshal include but are not limited to: (as shown on the Local Government Code Subchapter B, Section 352.011 to 352.023)

I Investigation of fires

Fire Marshall Shall:

- a) investigate the cause, origin and circumstances of each fire that occurs within the County but outside the municipalities in the County and that destroys or damages property
 - b) determine whether fire was the result of negligent or intentional conduct;
 - c) begin this investigation within twenty-four (24) hours after the receipt of information regarding fire; the twenty-four (24) hour period does not include Sunday;
-

- d) in the performance of official duties, at any time of day, enter and examine a structure where a fire has occurred and examine the adjacent premises.

II Record of investigation

- a. Shall keep a record of each fire that the Marshal is required to investigate. The record must include the facts, statistics and circumstances determined by the investigation, including the origin of the fire and the estimated amount of loss.

III Arson investigation

- a. If the County Fire Marshal determines that further investigation of a fire or of an attempt to set a fire is necessary, the Marshal may:
 - 1. Subpoena witnesses to testify regarding the fire or attempt;
 - 2. Administer oaths to the witnesses;
 - 3. Take and preserve written statements, affidavits and depositions; and;
 - 4. Require the production of an instrument that is pertinent to the investigation.
- b. The County Fire Marshal shall file in a court of competent jurisdiction a complaint charging arson, attempted arson, conspiracy to defraud or any other crime against a person the Marshal believes to be guilty.
- c. The County Fire Marshal shall file charges under Section 352.021 in a court of competent jurisdiction against a witness who refuses to cooperate with the investigation

IV Investigation of fire hazards

- a. Any of the following conditions that endanger the safety of a structure or its occupants and promote or cause fire or combustion:
 - 1) the presence of a flammable substance
 - 2) a dangerous or dilapidated wall, ceiling or other structural element
 - 3) improper lighting, heating or other facilities
 - 4) the presence of a dangerous chimney, flue, pipe, main or stove, or of dangerous wiring
 - 5) dangerous storage

V Cooperation with other fire protection agencies

- a. The County Fire Marshal shall enforce all state and county regulations that relate to fires, explosions or damages of any kind caused by a fire or explosion.
- b. The County Fire Marshal shall coordinate the work of the various fire-fighting and fire prevention units in the county.
- c. The County Fire Marshal may not enforce orders and decrees within a municipality in the county and may act in a cooperative and advisory capacity there upon request.
- d. The County Fire Marshal shall cooperate with the state fire marshal to conduct fire prevention and fire-fighting activities or post fire investigations. The County Fire Marshal shall aide or conduct an investigation in a municipality if requested by the State Fire Marshal, the Municipality or the Fire Chief of the municipality.

VI Inspection or review of plan for fire or life safety hazards.

VII Manage a process for conducting compliance inspections, given applicable codes, standards, and jurisdictional requirements.

- VIII **Manage a process for plan reviews, given the policies of the jurisdiction requiring plan reviews, so that requirements for plan review are completed in accordance with policies of the jurisdiction.**

EDUCATION AND EXPERIENCE

Graduation from a high school or equivalent (GED). Associates degree in Fire Administration or Fire Science preferred.

Seven (7) years' experience in a full-time fire prevention position and supervisory capacity.

Two (2) years of related experience may be substituted for one (1) year of education

Must demonstrate ability to read various types of maps, drawings and construction plans.

Must be able to pass an employment background check.

Thorough knowledge and understanding of the pertinent statutes governing County Fire Marshal operations (Local Government Code Chapter 352, Texas Commission on Fire Protection and NFPA Standards) and legislation affecting operations and duties.

Bilingual (Spanish and English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES AND REGISTRATION

Must hold a Texas Commission on Fire Protection certification as a Fire Inspector and Arson Investigator.

Must hold a current peace officer license.

Must take the oath prescribe by the constitution of the state and post a bond as required by the Commissioners Court (as state on LGC 352.012)

International Association of Arson Investigators - Certified Fire Investigator or Fire Investigation Technician preferred.

Must be eligible to be certified at the time of appointment or will become eligible to be certified within one (1) year of the appointment in a commission certification in Head of Department-Prevention through TCFP (as stated on the TAC Title 37 Chapter 449).

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

Must have a satisfactory driving record

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

KNOWLEDGE, SKILLS AND ABILITIES

The successful candidate must have strong management leadership, communication, and interpersonal skills. The ideal person should have and also demonstrate significant expertise/knowledge in:

Organizational structure; organizational mission, fundamental strategic planning processes; staffing positions, roles and responsibilities; and intra- and inter-organizational relationships.

Evaluate organization and individual professional development needs, given organizational goals, objectives and jurisdiction requirements, so that professional development needs are identified, prioritized and job performance is enhanced.

Ability to achieve professional development through continuous process of training, education, knowledge and skill enhancement.

The ability to communicate in writing and orally; ability to consolidate information and analyze data from a variety of sources for short-and long term planning purposes; ability to forecast staffing, capital and budgetary needs to support the roles and responsibilities of the Fire Marshal's office.

Ability to carry out the organizational budgeting process as related to the roles and responsibilities of the Fire Marshal's Office and ability to communicate the budgetary needs to support the roles and responsibilities of the Office

Establish personnel assignments to maximize efficiency, given the knowledge, training and experience of the members available, so the organizational roles and responsibilities and legal requirements are met with the allocated resources and in accordance with jurisdictional requirements.

Knowledge in community planning processes, emergency planning processes, strategic planning and operational plans.

Knowledge in applicable codes, standards, and jurisdictional requirements and their development process.

Create media communication strategies and policies given a list of media outlets such as newspaper, radio, web pages, and television; characteristic of local media including deadlines; and the resources to provide media with accurate information, so that consistent and accurate prevention information is disseminated in an understandable manner.

Knowledge in methods of discriminating information to the media, media needs, and organizational policies for media relations.

The ability to maintain a constructive relationship with media groups and provide written and oral information.

Knowledge in applicable codes, standards, and jurisdictional requirements and administrative legal considerations for managing and resolving complaints.

Ability to evaluate and resolve complaints through use of the appropriate legal and administrative requirements.

Ability to effectively interpret jurisdictional requirements and to write jurisdictional in accordance with administrative and legal guidelines.

Manage a program to coordinate with other agencies, given that other agencies requirements can overlap the local jurisdiction, so that conflicts are eliminated and clear lines of responsibilities are developed.

Knowledge in other regulatory agencies that affect the local jurisdiction and administrative and legal authorities pertaining to the program

The ability to evaluate other regulatory agencies requirements and to negotiate and resolve conflicts.

Knowledge of local, state, federal and provincial laws; investigation methodology; and applicable codes, standards, and jurisdictional requirements to conduct investigations.

The ability to manage the investigative process and evaluate the results.

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