



FORT BEND COUNTY
JOB TITLE: DEPUTY CHIEF
DEPARTMENT: FIRE MARSHAL

STARTING SALARY RANGE: Grade 12, \$2,296.00 - \$2,701.60 biweekly based on qualifications
CLOSING DATE: Upon filling position

Located just southwest of the City of Houston, Fort Bend has a long history which began when a small log fort was built on the banks of the Brazos River to help protect the settlers moving onto Stephen F. Austin's original Mexican land grants. Today, Fort Bend is one of the fastest growing counties in Texas and the United States with a current population exceeding 600,000.

JOB SUMMARY:

Supervises and directs the operations of one or more of the divisions within the Fire Marshal's Office, such as Fire Investigation or Fire Inspection. Participates in planning of programs, policies, or objectives for work group and department.

DUTIES & RESPONSIBILITIES:

Administers planning and development in case study for criminal prosecution for complex case management to ensure statement and interviews are properly prepared for court. Ensures 24 hour fire coverage of on-duty and on-call personnel. Conducts analysis of fire and explosion scenes to determine original and cause; Documents and takes photographs of scene, makes sketches, gathers and preserves evidence; Conducts interviews with witnesses, suspects and those with interests in the property; Takes written and sworn statements; May assists in Juvenile Fire Setter Intervention Program by counseling and training juvenile offenders. Initiates and completes assigned investigation and case reports and related documents; Conducts follow-up investigations; Prepares affidavits for arrest warrants, search warrants and subpoenas and executes them; Prepares cases for presentation to prosecutor's office; Testifies before grand jury, justice of the peace court, state and federal courts. Schedules and responds to citizen requests for fire inspections; Conducts Plan Reviews; Performs inspections of homes, business schools and other structures; Detects fire hazards and makes recommendations for corrections; Performs timely follow-up inspections to ensure compliance; Performs inspections of County-owned and leased facilities in conjunction with Risk Management and Facilities Management. Maintains records and reports of inspections. Management of complex fire scene multi-family investigations when required for conclusion of accidental or incendiary determination of fire scene. Attends meetings with department heads and other federal, state and local agencies; services as liaison with other agencies for assistance in investigations or resources when the Fire Marshal is not available. Responsible for planning programs and objectives for the division. Provides instructions to Investigators; meets with subordinates to update events, special notices, policies, case law, criminal law, criminal procedures and other assignments. Participates in activities and duties related to emergency management during a local state of disaster as direct by appropriate county managers.

REQUIREMENTS:

High School Diploma/GED; Associates Degree in Emergency Management, Criminal Justice, Fire Science or Fire Protection/Engineering Technology or a directly related field or any combination of education and experience that has been achieved and is equivalent to the stated education, experience and required knowledge, skills and abilities sufficient to successfully perform the duties and responsibilities of this job. Six years' experience in fire code investigations, fire/arson investigations, or criminal investigations. Strong computer and verbal and written skills; strong interpersonal skills and ability to deal effectively with the public, other employees and elected officials. Good organizational skills, ability to prioritize own work and ability to complete assigned tasks within tight deadline. Must have Advanced Peace Officer Certificate from TCOLE (For Peace Officer Applicants); Must have Advanced Fire/Arson Investigator certification meeting the requirements of the Texas Commission on Fire Protection or eligible for certification at time of appointment; Must be certified as an Advanced Fire Inspector (including Fire Inspector 1, Fire Inspector 2, and Plans Examiner 1) by the Texas Commission on Fire Protection at time of appointment; Must be able to meet the department's initial firearms qualification course and then to maintain firearms proficiency annually with issued service weapon; Must be certified as a Fire Officer II Certification or higher certification by the Texas Commission on Fire Protection at time of appointment; Must be certified as an Instructor I Certification or higher certification by the Texas Commission on Fire Protection at time of appointment; Must secure and maintain a favorable background investigation from the Fort Bend County Fire Marshal's Office; **Recommended:** Certified Fire Investigator through International Association of Arson Investigators (IAAI); Texas Commission on Fire Prevention Fire Education Specialist or State Firemen's and Fire Marshals Association. Fire Prevention Specialist Certification must be obtained within two years from date of employment

All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.

FORT BEND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE
ON THE BASIS OF RACE, COLOR, AGE, SEX, RELIGION, DISABILITY OR
NATIONAL ORIGIN OR ANY OTHER REASON ALLOWED BY LAW.

Please visit our website to Apply: www.fortbendcounty.jobs