



## CITY OF TOMBALL PUBLIC POSITION POSTING

### JOB # 651 FIRE MARSHAL

The City of Tomball is accepting applications for the position of Fire Marshal, Head of the Fire Prevention Division of the Fire Department. This position will conduct plan reviews, technical fire inspections, analyze and make recommendations for adopting and modifying the City's Fire Codes, and perform investigative work to ensure compliance with laws, ordinances and regulations pertaining to the prevention and control of fires and the safe storage, handling and use of hazardous materials. This position has significant participation in planning activities for all phases of the Fire Department's operations including, but not limited to, code enforcement, public education, fire prevention, fire pre-plans, staffing, fire-ground safety (Incident Safety Officer), operating guidelines and emergency management. This position is classified as exempt.

#### QUALIFICATIONS:

- Must possess or be able to obtain within 2 years, an Associates Degree in Fire Science, business administration or related field, a Bachelor's Degree is preferred
- Must possess Intermediate Texas Fire Inspector certification by Texas Commission of Fire Protection
- Must possess Fire Investigator Certification by the Texas Commission on Fire Protection
- Must possess, at a minimum, Basic Firefighter Certification by the Texas Commission on Fire Protection
- Must possess or obtain within 12 months, NIMS IS 100, 200, 300, 400, 700 and 800
- Five years progressively more responsible experience in plan review, fire inspection and investigation field
- Must be familiar with basic concepts of fire-ground safety
- Must be familiar with fundamental concepts of emergency management
- Must be able to apply City adopted codes and ordinances to building and development plans
- Must be able to perform essential duties of the job.
- Must possess and maintain a valid Class C Texas motor vehicle operator's license.
- Must be able to articulate code requirements to customers in a non-confrontational manner, be customer service oriented
- Must be able to develop and administer a comprehensive public fire education program
- Must be able to successfully pass physical exam and drug screening

#### SALARY:

- Hiring Range: \$59,525 - \$62,501
  - Salary Range: \$59,525 – \$80,534
- Salary is dependent upon experience and qualifications

#### CLOSING DATE:

- Applications will be accepted until 4:00 pm, Friday, November 11, 2016.

Applications are available at City Hall or on our website at [www.tomballtx.gov](http://www.tomballtx.gov) and must be submitted to:

- City Hall, attn: Human Resources, 401 Market Street, Tomball, TX 77375
- Fax (281) 290-1088 or e-mail [hr@tomballtx.gov](mailto:hr@tomballtx.gov)
- Office hours are 8 am to 5 pm Mon – Thurs. & 8 am to 4 pm Fri.

Equal Employment Opportunity Statement - The City of Tomball does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Age or Disability in employment or the provision of services.