



Deputy Fire Chief/Fire Marshal

Bell County Emergency Services District #1/Salado Fire Department is seeking qualified applicants to fill the position of Deputy Fire Chief/Fire Marshal.

POSITION SUMMARY

The purpose of this position is to assist in planning and implementation of district growth strategies, with a focus on fire code interpretation and implementation. Employees in this classification function at middle management level and are responsible for overseeing and ensuring the efficiency and effectiveness of emergency operations. Employees work with considerable independence in their day-to-day operations. The overall mission is to protect lives and property from fire-related risks and ensure the general welfare and safety of fire crews and the public.

Under the administrative direction of the Fire Chief, the Fire Marshal plans, directs, manages, supervises, coordinates, and participates in the activities and operations of the Fire Prevention division of the fire department including fire investigation, fire inspection, plan review, district growth strategies, new construction inspection, and public fire education programs; coordinates in planning of programs and activities with other departments and outside agencies; responds to citizens' concerns and requests; and enforces district and state fire and safety laws in accordance with federal, state, county and city laws and ordinance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Advises on fire safety procedures and enforces the district's adopted codes and ordinances and ensures the codes are compliant with local, state, and federal laws. The Fire Marshal will perform fire inspections and plans examining/review for District occupancies.
- Conducts fire/arson investigations (evidence collection, photograph, interview, fill out reports, surveillance, court testimony etc.) and conduct follow-up investigations.
- Responds to fire incidents as needed; conducts investigations and analyses to determine additional fire prevention cause and origin of fire; prepares analytical reports to reveal findings. Prepare inspection records and technical letters pertaining to recommendations and violations.
- Inspects and tests fire protection and/or fire detection systems to verify that such systems are installed in accordance with appropriate laws, codes, ordinances, regulations, and standards.
- Write detailed reports of fire inspections performed, fire code violations observed, and corrective recommendations offered. Ensure corrective actions have been taken in cases where violations were found.
- Assist the Fire Chief in strategic planning, organizing, and coordinating department activities.
- Participate in SOG development and review.
- Oversee the operations of plan reviews, inspections, and code compliance for the district.
- Participate in development and administration of departmental budget, goals and policies. Monitor and control expenditures to meet budgetary goals.
- Attending meetings with department heads and other federal, state and local agencies; serves as liaison with other agencies for prevention, investigations or other resources.
- Fight fires where necessary and perform emergency management functions as needed.
- Performs related duties as required.

REQUIREMENTS

- High School or equivalent
- Five years prior work experience as a Deputy Fire Marshal, Fire Inspector/Investigator, or equivalent

LICENSE AND OTHER REQUIREMENTS

- Basic Police Officer Certification from the Texas Commission on Law Enforcement
 - Minimum of Emergency Medical Responder
- Texas Commission on Fire Protection (TCFP)
 - Fire Inspector/Plans Review (Intermediate or Higher preferred)
 - Basic Structure Firefighter (Advanced or Higher preferred)
 - Basic Arson Investigator (preferred)
 - Plans Examiner (preferred)
- Texas Department of State Health Services
 - Minimum of Emergency Medical Responder
- Emergency Management
 - NIMS ICS 100, 200, 300, 400, 700, and 800
- Minimum of a valid Texas Class B Driver License (within 6 months of hire)

The Full-Time Deputy Chief will be assigned to work a forty-hour schedule. May be required to work more than 40 hours during a workweek. In the event of major fires or emergencies, may be called in from off-duty to work for an extended period of time.

Because of the potential for emergency recall, the Fire Marshal must be able to respond to district boundaries within 15 minutes of notification. This requirement must be maintained during the duration of employment.

FLSA Status: Exempt
Job Code: 6000
Department: Fire Prevention
Reports to: Fire Chief

Contact: Jim Franz, Fire Chief
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