

# **ELLIS COUNTY ASSISTANT FIRE MARSHAL JOB DESCRIPTION**

**Reports to: Ellis County Fire Marshal**

**Salary: \$88000.00 Annually**

## **Summary**

Under direction of the Ellis County Fire Marshal, the Assistant Fire Marshal performs advanced level protective service work in fire prevention, fire safety inspection, code enforcement and fire/explosives investigation. This position is responsible for highly complex, more sensitive matters and serves as an expert in area(s) of specialty. Responds to fire and/or explosion incidents in unincorporated areas of the county and other areas when properly requested to do so, to conduct origin and cause investigations. Conducts arson investigations and reports possible criminal activity to District Attorney and assists in prosecutions. Conducts fire and life safety inspections to ensure buildings and facilities are following fire codes. Normal working hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday, and on call for investigations after hours.

## **Responsibilities**

- Assists in planning, organizing, and coordinating the operations of the Fire Marshal's office to ensure implementation of the department's vision and mission.
- Prepares fire investigation reports, conducts plan reviews and inspection reports.
- Reviews applications for permits and licenses.
- Assists inspectors in code related matters; provides technical assistance concerning code and interpretation of codes.
- Performs complex investigations of suspicious fires to determine the cause, origin, and circumstances of fires that occur within the county but outside the municipalities in the county and that destroy or damage property or cause injury; and determines whether a fire was the result of negligent or intentional conduct.
- Interviews witnesses and suspects to obtain corroborative evidence; prepares detailed investigative reports; testifies in court as an expert witness.
- Conducts complex fire safety inspections of schools, public and private health care facilities, businesses, and occupancies for compliance with fire safety codes; prepares written reports citing violations of code, nature of violations and explaining actions to be taken to correct violations.
- Conducts follow-up inspections to determine if corrective actions have been taken.
- Establishes and maintains effective working relationships with County Departments, local, state, and federal agencies and other groups in relation to fire regulations and code enforcement.
- Maintains a variety of files and records and prepares detailed narrative and statistical reports.
- Conducts fire prevention presentations and informational speeches before public groups.
- Responds to public inquiries concerning fire code requirements; research fire codes and provide technical information; advise businesses and individuals on fire code requirements and answer citizen complaints.
- Assumes duties and responsibilities of the Fire Marshal when the Fire Marshal is not present.
- Performs related duties as assigned.

**Education and/or Experience**

- Two (2) years of investigation & fire code Inspection experience
- Sixty (60) semester hours of college/university coursework in Fire Science or Criminal Justice or associate degree in Fire Science or Criminal Justice is preferred.

**Other Qualifications, Certificates, Licenses, Registrations**

- Current TCOLE certified Basic Peace Officer.
- Current Arson/Fire Investigator, certification as issued by the Texas Commission on Fire Protection Personnel Standards
- Current Certificate as a Fire Inspector certification as issued by the Texas Commission on Fire Protection Personnel Standards is required.
- Valid Class C Texas Driver's License.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent regularly works outdoors, around fire damaged buildings, and in all weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes, flames or airborne particles; toxic or caustic chemicals; extreme cold and heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment may be loud. The incumbent may be exposed to unsound structures and hazardous debris.

For more information, please contact the Ellis County Fire Marshal's Office at 972-825-5555 or email at [gloria.stroud@co.ellis.tx.us](mailto:gloria.stroud@co.ellis.tx.us).

Completed Ellis County Application, cover letter and resume will be accepted and continually reviewed until enough qualified applications have been received or the position filled. Please apply promptly.

To apply for this position, you **MUST** submit an Ellis County Employment Application to:

**ELLIS COUNTY  
HUMAN RESOURCES  
101 W MAIN ST, SUITE B103  
WAXAHACHIE, TX 75165**

**ELLIS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**