

Ellis County Fire Marshal Deputy III Fire Inspector/Investigator Full Time Position

Reports to: Ellis County Fire Marshal & Assistant Fire Marshal in Fire Marshal Absence

Hours: Various Shifts / Flexible / Possible Weekends & Holidays

Salary: \$76,655.00

Summary

Under direction of the Ellis County Fire Marshal, and Asst. Fire Marshal the Fire Inspector / Investigator performs advanced level protective service work in fire prevention, fire safety inspection, plan reviews, code enforcement and fire investigations, including environmental crimes when needed. This position is responsible for highly complex, more sensitive matters and serves as an expert in area(s) of specialty. Conducts fire and life safety inspections as well as plan reviews to ensure building and facilities are in compliance with fire codes. Work involves investigating fires for origin and cause to determine if fire was accidental or incendiary. Pursue filing criminal charges of individuals who have committed arson. Assist with Emergency Management as assigned. Works under general supervision with moderate latitude with use of initiative and independent judgment. Person must be available to work on call responses nights and weekends when needed.

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.
- Prepare reports, conducts plan reviews and inspection reports' reviews applications for permits and licenses;
- Assists inspectors and code enforcement officers in code related matters; provides technical assistance concerning code interpretation of codes;
- 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, investigations and code enforcement;
- Maintains a variety of files and records and prepare detailed narrative and statistical reports;
- Conducts fire prevention presentations and informational speeches before public groups;
- Responds to public inquiries concerning code requirements and answer citizen complaints;
- Investigates fires as directed by the Fire Marshal to determine origin and cause in order to determine if the fire was accidental or incendiary.
- Pursue filing criminal charges of individuals who have committed arson.
- Performs related duties as assigned.

Required Knowledge

- Knowledge of related Federal, State, Local, and County regulations, policies, and procedures.
- Knowledge of fire prevention and inspection methods and techniques;

- Knowledge of 2018 International Fire Code & Life Safety Code.
- Knowledge of fire science;
- Knowledge of emergency planning and preparedness;

Required Skills:

- Skill in interpreting and applying related laws, ordinances, rules, regulations, policies and procedures.
- Skill in interacting with people at all levels of organization;
- Skill in conducting fire and life safety inspections;
- Skill in conducting research and analysis, and in preparing and presenting technical data, information, and reports;
- Skill in problem solving and decision making;
- Skill to communicate clearly and concisely, both orally and in writing, with citizens.
- Skill in preparing arson cases to be presented to the District Attorney's Office for prosecution.

Education and/or Experience

- Experience working with fire code Inspection experience, including plans review, preferred.
- Experience fire and arson investigations experience, preferred.
- Associate Degree in Fire Science or Criminal Justice is preferred.
- High school graduate or equivalent, required.

Other Qualifications, Certificates, Licenses, Registrations

- Certified by the Texas Commission on Fire Protection ("TCFP"), as a basic Fire Inspector.
- Certified by the Texas Commission on Fire Protection ("TCFP"), as a basic Fire Investigator
- Certified by the Texas Commission on Fire Protection ("TCFP"), as a basic Arson Investigator
- Certified by the Texas Commission on Law Enforcement ("TCOLE") as a Basic Peace Officers License
- Valid Class C Texas Driver License preferred Class B (firefighter exempt).
- Previously trained in NIMS (IS-100, 200, 300,400, 700, and 800) is preferred. Will have one year to obtain from start date of employment.

Guidelines

The Fire Inspector / Investigator uses judgment in interpreting and adapting guidelines such as Ellis County Fire Marshal's policies, local, state and federal regulations, established precedents, and work directions. This employee uses guidelines for application to specific cases and problems. The Fire Inspector / Investigator must interpret intent and develop applications to certain areas. This position must establish and maintain effective working relationships with departmental clientele, outside agencies, other county staff and officials, and the general public. This position must have a strong work ethic. The Fire Inspector / Investigator must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have proper attitude. Employee must be available to communicate with others while conducting their job.

Emotional Demands

This position must be able to handle stressful situations. Interacts with some argumentative or emotional contacts with the public.

Physical Demands

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 is regularly required to:

- Stand for long periods of time
- Use hands and fingers to handle or feel
- Reach with hands and arms
- Stoop, kneel, crouch, or crawl
- Push and pull
- Bend and twist
- Taste and use acute sense of smell
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Talk
- Hear
- Required on rare occasions to lift, carry, and move objects weighing up to 150 pounds

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, and 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 or airborne particles; 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.

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**

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