



HENDERSON COUNTY FIRE MARSHAL'S OFFICE

Job Title: Assistant Fire Marshal

Department: Fire Marshal's Office

Position: Full Time

FLSA Status: Non-Exempt

Salary: \$58,067.00

Summary

Under administrative direction, plans, organizes, develops and provides oversight of programs of Fire Prevention which protects citizens from disasters and plans for emergencies to keep damage and loss of life at a minimum from natural and/or man-made disasters, including fire inspections, plan reviews, fire investigations, public education and other programs. The Assistant Fire Marshal assists the Fire Marshal in performing and managing a variety of administrative, technical and managerial tasks utilizing sound fiscal management practices and is responsible for enforcement of applicable county, state and federal fire codes and regulations; performs related duties as required. The Assistant Fire Marshal assists the Fire Marshal in managing administrative, technical and managerial tasks related to the enforcement and compliance of Environmental Crimes within Henderson County and enforces all related county ordinances and State laws related to Public Nuisance and Illegal Dumping.

Essential Functions include the following. (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.) Other duties may be assigned.

Tasks

Investigates fires; determines cause (e.g. arson, explosion, etc.); inspects and approves fire protection equipment and construction; prosecutes arsonists; trains emergency service organizations; provides public awareness for citizens of the County; plans and works with other agencies for emergency response; updates and advises authorities on the latest terrorist activities which could affect outlying communities.

Collects evidence from fire and disaster scenes; inspects day care centers; other required facilities and fire protection systems; meets the standards for fire investigation certification; Identifies individuals who attempt to destroy property and life; meets the standards for fire inspector certification; work with the public as well as local, county, state or federal officials in a professional manner.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred Knowledge Of:

- Firefighting tactics and strategy
- Principles of incident safety
- Hazardous materials incident management
- Principles and practices of program development and administration
- Fire science theory, principles and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation including NFPA 1033 and NFPA 921 as well as experience with ICC codes
- Modern fire loss and fire prevention principles, methods and practices
- Geography and street layout of the County and surrounding area
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, databases and Google sheets
- Principle and practices of county budget preparation and administration
- Principles and laws relating to supervision, training, discipline and performance evaluation of department personnel
- Pertinent federal, state and local laws, codes and regulations
- Selecting, supervising, training and evaluating staff
- Preparing and administering program budgets
- Speaking effectively before public gatherings
- Researching, analyzing and evaluating new service delivery methods and techniques
- Demonstrating an awareness and appreciation of the cultural diversity within the community
- Preparing and presenting public information and educational programs

Skill In:

- Overseeing, directing and coordinating the work of lower level staff
- Analyzing problems and identifying alternative solutions, project consequences of proposed actions and implementing recommendations in support of goals
- Participating in the development and administration of office goals, objectives and procedures
- Preparing clear and concise administrative reports
- Meeting and dealing tactfully and effectively with the public in all types of situations
- Operating modern office equipment and computers
- Interpreting and applying federal, state and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Working cooperatively with other departments, county officials and outside agencies
- Establishing and maintaining effective working relationships with those contacted in the course of work including county and other government officials, community groups and the general public
- Applying safe work practices
- Investigating fires and their origin and cause
- Creating, preparing, filing and submitting a variance of cases to the appropriate county or district courts
- Testifying in all types of criminal cases
- Emergency operations and logistics during disaster event

Qualifications, Certificates, Licenses, Registrations

Texas Commission on Law Enforcement certification as a peace officer.

Texas Commission on Fire Protection Arson investigation certification.

Basic NIMS classes: 100, 200, 700 and 800

Texas Commission on Fire Protection Inspector Certification

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the 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 is regularly required to stand for long periods of time up to half of the work shift. The employee is required on rare occasions to move objects weighing up to 100 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, around fire damaged buildings, and in inclement weather.

APPLICATIONS AND RESUMES CAN BE MAILED TO:

Henderson County HR Department
125 N Prairieville
Athens, Tx 75751

Email: nbell@henderson-county.com