

# EMPLOYMENT POSTING

## WALLER COUNTY FIRE MARSHAL'S OFFICE



**POSITION:** Deputy Fire Marshal

**GENERAL PURPOSE:** Under general supervision of the Fire Marshal, investigates fire and hazardous materials incidents, conducts detailed plan review, inspects and enforces fire and safety code compliance for commercial facilities, as required to protect the lives and property of the County residents.

**DUTIES:** Investigates fire incidents, bomb threats and hazardous materials; responds to fire incidents and applies skills and training to discover cause and origin of fires; documents all handling of property to preserve chain of custody; documents fire scenes using technical equipment techniques. Develops case files and reports, and prepares technical and statistical reports.

Performs technical inspections of commercial facilities and structures to identify fire and safety hazards and checks for compliance with fire and safety codes. Inspects installations of fire alarms and protection systems, and fuel storage and dispensing facilities. Examine plans and construction drawings to check for compliance with all fire and safety codes; inspects new construction for compliance to fire and safety codes and to determine occupancy limitations; recommends appropriate corrective action as needed.

Conducts fire prevention presentations for schools and community groups. Investigates complaints from citizens, businesses and other sources.

**REQUIREMENTS, MINIMUM STANDARDS & ESSENTIAL JOB FUNCTIONS:**

Experience as a fire inspector is required. Experience with inspections and plan review is required.

**REQUIRED LICENSES AND CERTIFICATIONS:** Certifications as a Fire Investigator AND Fire Inspector from the Texas Commission on Fire Protection (TCFP) are required.

***APPLICANT MUST CERTIFY AS HEAD OF AGENCY PREVENTION FIRE DEPARTMENT WITHIN ONE YEAR. SEE REQUIREMENTS ON TCFP WEBSITE.***

**REQUIRED KNOWLEDGE OF:** Fire service best Practices; procedures, guidelines and policy interpretation; state and federal laws, regulations and codes, including laws governing fire and building safety. Methods and techniques of inspecting a variety of buildings and facilities;

commercial fire sprinkler and alarm systems; principles and practices of building construction; principles and practices of modern fire suppression and prevention.; applicable NFPA Standards and familiarity with the International Fire Code.

**REQUIRED SKILL IN:** Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; consulting and communicating effectively with the public; providing quality customer service and feedback. Independently conducting fire scene investigations; recognizing evidence and causes of crime, death and accidents; documenting crime scene details, and collecting and preserving evidence, inspecting commercial facilities for fire and safety code hazards and construction standards; recognizing the construction, contents and occupancy of buildings in order to evaluate safety hazards; examining building plans and technical drawings.

Working as a team member with other law enforcement and multi-jurisdictional agencies; conducting public presentations; establishing and maintaining effective working relationships with co-workers; operating and maintaining computer and communications equipment; communicating clearly and concisely, both verbally and in writing. Work is performed indoors and outdoors; required to perform light to moderate physical work. Must maintain a level of physical fitness to meet department standards. Investigations are performed in an on-call status subject to over time in accordance with the Fair Labor Standards Act. A valid driver's license with a good driving record is required.

**PAY:** \$ 57, 984.00 yearly. Medical, Dental, Vision, Retirement.

**CLOSING DATE:** 12/31/2018

Applicants are requested to submit an employment application, cover letter, and resume. The employment application can be found on the main Waller County Website, click on the employment tab. These items may be submitted by email to Hillary Hightower @

[h.hightower@wallercounty.us](mailto:h.hightower@wallercounty.us)

Additionally, applications can be mailed to Waller County Fire Marshal's Office, Suite 103, Hempstead, TX 77445. Job positions are subject to close prior to advertised closing date. Not all applicants will be interviewed.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.

**WALLER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**