

CHIEF DEPUTY FIRE MARSHAL

GRADE: 11

GENERAL DESCRIPTION

Supervises the investigation process of fires to determine the origin and cause and any signs of possible arson in Hidalgo County, reviews cases, and reports for completeness and accuracy. May perform surveillance work and/or patrol work. Makes lawful arrests, serves felony warrants and participates in county emergency response. Employee has moderately extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts fire/arson, explosives, and environmental crime investigations

Coordinates and conduct fire, arson, and explosion investigations in the county and requesting jurisdictions

Reviews and approves pre-construction plans as well as existing industrial, commercial and residential structures; review outdoor burn permit sites

Maintains organized and accurate records of investigations

Participates in county emergency response by planning in emergency operations

Files cases with the District Attorney's Office

Oversees state and local fire prevention codes and ordinances and issues citations, court subpoenas, and criminal violations

Coordinates and implements fire prevention safety education programs for schools, day cares, businesses, and general community groups

Serves as witness in criminal and civil court cases and testifies as a professional in the field of fire prevention

Member of the Emergency Management Response Team

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of experience in fire protection or related field. Associate's degree in related field. Graduation from an accredited four-year college or university with a major in fire

science or related field is generally preferred. Two (2) years of related experience may be substituted for one (1) year of the required education.

Bilingual preferred (English/Spanish)

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Certified in the following: Texas Commission on Fire Protection Arson Investigator, Texas Commission on Fire Protection Fire Inspector, Texas Commission on Law Enforcement Officer Standards and Education Basic Peace Officer

Certification of a Notary Public required

Knowledge, Skills, and Abilities

Ability to prepare correspondence, reports, forms, diagrams, citations, and activity reports using prescribed formats and conforming to all rules of punctuation, grammar, dictation, and style

Knowledge of fire safety laws, rules, regulations, and state and county fire codes

Knowledge of the standard practices, procedures and methods involved in fire inspection, prevention and safety

Knowledge of modern investigative methods and techniques for fire/arson and explosion investigations

Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals

Ability to work irregular hours from the standard 8-5

Must be able to perform duties as a Fire Inspector

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to

walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in various types of outside weather conditions. Employee occasionally works with explosives when searching buildings during bomb threats or discharging firearms. The employee occasionally exposed to fumes or airborne particles, and toxic or caustic chemicals when performing the duties required while at a hazardous spill scene or fire. Employee may possibly be exposed to AIDS or hepatitis from an infected suspect.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

DEPUTY FIRE MARSHAL

GRADE: 10

GENERAL DESCRIPTION

Investigate fires, prepare and file cases with the District Attorney's office, and inspect County jails and businesses. Responsible for investigating fire hazards, complaints, and bomb threats in addition to teaching fire prevention and working with all fire departments in the County, paid and volunteer. Serve as Fire Marshal in his or her absence.

EXAMPLES OF WORK PERFORMED

Investigates fire/arson/explosions

Handles fire inspections and complaints

Conducts fire prevention education

Works with County, City, State and Federal Agencies

Maintains files, records and reports

Works with fire departments

Coordinates the Hidalgo County Arson Task Force

Coordinates emergency management for unincorporated areas of the County

Investigates explosions and explosive devices

Coordinates and investigates HAZMAT incidents in unincorporated areas

Coordinates weapons of mass destruction activities in unincorporated areas

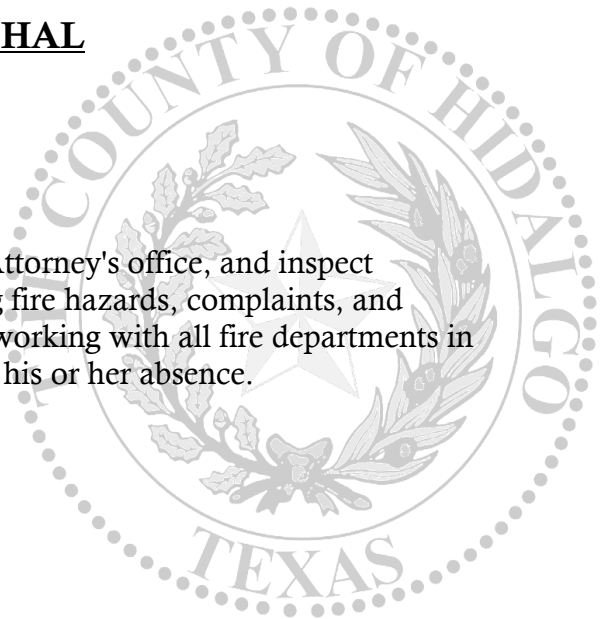
Enforces State fireworks rules and inspection of firework stands

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years related experience. Graduation from a high school or equivalent; Vocational or Special Training preferred. Experience and education may be substituted for one another.



Knowledge, Skills, and Abilities

Knowledge of local, state, and federal laws and regulations relevant to job

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to prepare reports; to communicate effectively;

Registration, Certification, or Licensure

Must be a State Certified Arson Investigator, State Certified Peace Officer, State Certified Fire Fighter and State Certified Fire Inspector

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

