

HUMAN RESOURCES DEPARTMENT REQUISITION FORM

Received

OCT 31 2012

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Fire Marshal

Human Resources

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Deputy Fire Marshal / 10

NEW POSITION OR REPLACEMENT FOR: Javier Garcia EMPLOYEE NO 138223

DEPT NO 300

POSITION/SLOT NO 002

ADVERTISED SALARY \$35,254 OTHER COMPENSATION: _____ COMPENSATION TYPE: _____

SPECIAL REQUIREMENTS: See attached Job Description.

WORK LOCATION / HOURS: 1615 S. Closner Stett Edinburg, Tx 78539
Must be able to work hours other than 8:00 to 5:00
(on call 24 hours)

CONTACT PERSON: Juan Martinez EXTENSION / PHONE NO: 318-2656
Ext 5905



Department Head or Elected Official

10/31/12

Date

FUNDS AVAILABLE: YES ___ NO ___ DATE OF FUND AVAILABILITY: _____

BUDGETED SALARY, GRADE & STEP: _____

BUDGETED OTHER ALLOWANCES: _____

Sylvia Ruiz 10-31-12
APPROVED HR CHIEF OF STAFF / DATE

Designee


APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES ___ NO ___. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

Commissioner's Court Signature / Date

Closing Date

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