

Job Description: PART-TIME DEPUTY FIRE MARSHAL

CLASS NO. 1205

EEOC CATEGORY: Protective Services

PAY GROUP:

FLSA: NON -EXEMPT

SUMMARY OF POSITION:

This position is responsible for directing and coordinating the preparation, organization and implementation of disaster planning and local emergency preparedness activities for the unincorporated areas of Guadalupe County.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Fire Marshal/ Emergency Management Coordinator.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with department employees, employees in other county departments, elected officials, organizations and agencies outside county government including state and federal government, volunteer organizations, the media, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Must be organized, flexible, and responsive to shifting needs;

Redirects inquiries and problems for response and resolution as necessary

Performs general clerical duties, including making copies, faxing, filing, etc.;

When directed, responds to the Emergency Operations Center, Incident Command Post, or similar to support disaster response efforts;

Establishes and maintains fiscal and office files, inventory and resource materials;

Assists in activation and coordination of the Emergency Operations Center during weather-related disasters as well as during other local emergencies involving hazmat, large loss fires, aircraft incidents, etc.;

Assists in coordinating with various agencies to establish evacuation corridors, including establishing emergency support functions, resolving special needs issues, and improving plans and procedures;

Assists with program development and implementation;

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Assist with or conduct investigations of fires according to procedures/requirements as set out in Subchapter B of Chapter 352, Local Government Code;

Review construction and site plans for the issuance of Fire Code Permits and Certificates of Compliance, inspect fire suppression systems and fire alarm systems, complete inspections needed at new and existing construction sites as well as existing structures throughout the unincorporated portions of Guadalupe County;

Implement various state laws with regards to inspections of nursing homes, day-care facilities and certain other businesses in relation to fire prevention;

Comply with Commissioner's Court rules and procedures for fire investigations by the County Fire Marshal.

Coordinate and work with all county fire districts, Volunteer Fire Departments and City Fire Departments located within Guadalupe County;

Assist and coordinate with all county and city fire departments and the Texas Forest Service with regard to grass, brush and forest fires in Guadalupe County;

Coordinate and work with the State Fire Marshal's Office in all matters related to fire prevention and investigation issues;

Coordinate with all providers of emergency assistance for the benefit of the citizens of Guadalupe County;

Inform the public, clubs, schools, organizations and governments regarding fire prevention, investigation and code enforcement;;

Act as a liaison between Emergency Management, Fire Departments, The Fire Marshal's Office and Sheriff's Office as needed.

Comply with all Texas Department of Licensing and Regulation (TDLR) laws when pertaining to ADA compliance for all commercial and public buildings that apply.

Coordinate and work with Fire Marshal's Office employees to ensure proper filing and tracking of documents related to fire/arson investigations and fire code enforcement.

Assists with program development and implementation; and

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: departmental policies and procedures; standard office practices and procedures; and business English, spelling, punctuation and arithmetic.

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Skill/Ability to: type accurately at a speed of at least 50 words per minute; operate or learn to operate a computer using Microsoft Office products, establish and maintain effective working relationships with other county employees and officials, representatives of other agencies and organizations, and the general public; and maintain appropriate necessary certifications.

Ability to format, coordinate, test, exercise and evaluate contingency plans;

Ability to respond effectively and quickly in deteriorating conditions;

Ability to plan, coordinate, and direct the work of multi-functional groups operating under stress and pressure;

- Ability to evaluate potentially hazardous situations and initiate appropriate emergency response;
- Ability to recognize potential hazards then select and utilize the appropriate PPE;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to develop and deliver complex training and educational programs for citizens, businesses and staff;
- Familiarity with various types of audio-visual equipment;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

OTHER REQUIREMENTS:

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of

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themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram or schedule form.

DESIRED QUALIFICTIONS:

TCFP Certified Arson Investigator (or complete within 1 year of employment)
TCFP Certified Fire Inspector I and II
TCFP Certified Plans Examiner
Understanding of fire suppression methods
TCOLE Certified Peace Officer (preferred but not required)

CERTIFICATES AND LICENSES REQUIRED:

Valid driver's license

TCFP Certified Fire Inspector I and II
TCFP Certified Plans Examiner

High school graduation, or its equivalent, plus at least five years of Emergency Management or Fire Marshal experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Completion of Federal Emergency Management Agency (FEMA) IS -100, 200, 300, 400, 700, and 800 training courses

Must be bondable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hand and fingers, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; talk or hear, and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move greater than 100 pounds. Specific vision

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abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing 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 employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold and heat; risk of electrical shock; explosives; risk of radiation; and vibration.

This position has been identified with possible risk of exposure to blood-borne pathogens and/or other various hazards that require immunization against such exposure.

**JOB DESCRIPTION FOR POSITION:
PART-TIME DEPUTY FIRE MARSHAL**

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.

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