



**FORT BEND COUNTY**

**JOB TITLE: LIEUTENANT – PERMITS/CONSTRUCTION**  
**DEPARTMENT: FIRE MARSHAL**

**STARTING SALARY RANGE:** Grade 12, \$2,184.80 - \$2,570.40 biweekly based on qualifications  
**CLOSING DATE:** Upon filling position

Located just southwest of the City of Houston, Fort Bend has a long history which began when a small log fort was built on the banks of the Brazos River to help protect the settlers moving onto Stephen F. Austin's original Mexican land grants. Today, Fort Bend is one of the fastest growing counties in Texas and the United States with a current population exceeding 585,000.

**JOB SUMMARY:**

Supervises and directs the operations of one or more of the divisions within the Fire Marshal's Office, such as Fire Investigation or Fire Inspection. Responsible for commercial plan reviews and overseeing new construction process. Assists in the protection of lives and property by participating in activities focused on fire prevention and annual fire code enforcement.

**DUTIES & RESPONSIBILITIES:**

Coordinates and maintains various fire safety education programs, reviews applicable plans for fire code compliance, tests fire protection systems, and interfaces with multiple different fire departments. Schedules and responds to citizen requests for fire inspections; conducts plan reviews; performs inspections of homes, business schools and other structures; detects fire hazards and makes recommendations for corrections; performs timely follow-up inspections to ensure compliance; performs inspections of County-owned and leased facilities in conjunction with Risk Management and Facilities Management. Maintains records and reports of inspections. Attends meetings with department heads and other federal, state and local agencies; Responsible for planning programs and set policies and objectives for the division. Provides instructions to Inspectors/ Investigators; meets with subordinates to update events, review amendments and changes to fire code, special notices, policies, case law, criminal law, criminal procedures and other assignments. Conducts analysis of fire and explosion scenes to determine original and cause. Completes assigned investigation and case reports and related documents; Conducts follow-up investigations.

**REQUIREMENTS:**

Associate degree in Criminal Justice, Fire Science or Fire Protection/Engineering Technology or a directly related field AND three (3) to five (5) years of experience in public safety (law enforcement, fire protection, fire inspector/prevention) for a government agency; OR, any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job. Basic Peace Officer Certification issued by the Texas Commission on Law Enforcement (TCOLE) (or must obtain in the first year after appointment). Intermediate Fire or Arson Investigator from the Texas Commission on Fire Protection (TCFP). Intermediate TCFP Fire Inspector Certification. TCFP Fire Officer 1 certification. TCFP Instructor 1 certification. Valid Texas Driver's License. **PREFERRED:** Bachelor's degree from accredited education institute in Public Administration, Criminal Justice, Fire Science, or Fire Protection/Engineering Technology. Bilingual in English/Spanish.

**All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.**

FORT BEND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE  
ON THE BASIS OF RACE, COLOR, AGE, SEX, RELIGION, DISABILITY OR  
NATIONAL ORIGIN OR ANY OTHER REASON ALLOWED BY LAW.

Please visit our website to Apply: [www.fortbendcounty.jobs](http://www.fortbendcounty.jobs)