



Smith County Fire Marshal's Office
Offices of Emergency Management & Public Health and Safety

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Job Opening Announcement for:

Deputy Fire Marshal/Hazard Mitigation Officer

Summary:

This position fulfills the responsibilities of Deputy Fire Marshal/Hazard Mitigation Officer with full authority to initiate and make decisions within the scope of agency policy to carry out assigned duties and responsibilities.

Essential Duties and Responsibilities/Fire Marshal:

- Investigates all type of fires, bomb threats, explosions, etc. within the assigned area and throughout the county, and adjoining counties as called upon, to find the cause and origin; if found to be suspicious or intentionally ignited, collects and preserves evidence, statements and facts, prepares and presents findings to the proper courts.
- Assists investigators with the investigation of fires, bomb threats, explosions, etc.
- Assists with the inspection of fireworks stands to ensure compliance with current State standards during both firework selling seasons; ensures citizens are compliant with the Laws of the State of Texas regarding the discharge of fireworks year round.
- Participates in weekly rotation with Assistant Fire Marshal and other Deputy Fire Marshals for answering calls on an "on-call" basis after regular business hours and on holidays and weekends.

Essential Duties and Responsibilities/Office of Emergency Management:

- Develops hazard mitigation plans as required by section 406 of Public Law 93-288.
- Develops and coordinates hazard mitigation planning; implements measures to accomplish long term prevention and reduction of the adverse impact of natural and man-made hazards on the citizens of Smith County.
- Develops measures which balance the cost of implementation against the potential cost of continued damages, if such measures are not taken.
- Collects data in scientific manner to identify hazards and assess their impact on Smith County.
- Coordinates all short and long term mitigation actions developed to reduce incidents which place persons and property at risk from the impact of an incident.

- Provides assistance to the Interagency Hazard Mitigation Team, established by FEMA, in the event of a Presidential major disaster declaration.
- Assists with the planning and coordination of emergency management preparedness exercises.
- Assists at scene of and coordination of hazardous material spills or incidents.
- Serves as the Hazard Mitigation Officer when the Emergency Operations Center (EOC) is activated.
- Maintain Annex P – Hazard Mitigation to the Emergency Management Plan.

Essential Duties and Responsibilities/General:

- Boxes up, delivers, picks up and distributes to proper persons, all packages and parcels for intra and interstate shipment.
- Upholds and enforces the Laws of the State of Texas, while primary fire related, also if needed or the occasion arises all Laws of the State of Texas.
- Other duties and special projects as assigned.

Education and Experience Requirements:

- High school or general equivalency diploma (GED) with some college coursework or degree in a related field preferred.
- Three years of fire suppression, emergency medical, investigative and related work experience.
- Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.
- Experience in Emergency Management operations preferred.

Knowledge, Skills and Abilities Requirements:

- Knowledge of operational characteristics, services and activities of a comprehensive fire investigation, prevention and suppression program.
- Knowledge of Emergency Management procedures, policy and operations.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Knowledge of modern office procedures, methods and computer equipment.
- Knowledge of building construction and electrical service.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to communicate clearly and concisely, both verbally and in writing.

- Ability to adapt to changes in the work environment, manage competing demands and deal with changes, delays and unexpected events.

License and Certification Requirements:

- Hold active Texas Peace Officer certification with the Texas Commission on Law Enforcement.
- Hold at least a basic Arson Investigator certification or above with the Texas Commission on Fire Protection.
- Hold at least a basic Fire Inspector certification with the Texas Commission on Fire Protection or ability to obtain within 6 months of employment.
- Complete and keep current all mandated training for certification by the Texas Commission on Law Enforcement, Texas Commission on Fire Protection and the State Firemen's and Fire Marshal's Association.
- Complete all required Emergency Management Professional Development training courses.

Essential Physical Demands:

- Crawling, kneeling, bending, climbing ladders; ability to lift up to 50 lbs and to reconstruct fire scenes.

FLSA Status: Non-Exempt