



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Fire Marshal	<b>Job Number</b>	665-0980-110821
<b>Department Head</b>	Hays County Emergency Service Director	<b>Date Open</b>	November 8, 2021
<b>Salary Range Minimum</b>	\$64,066.39 Annual	<b>Application Deadline</b>	Until Filled

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Hays County website – [www.hayscountytexas.com](http://www.hayscountytexas.com)
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

### **Education and/or Experience**

- Five (5) years of fire fighting/investigation or emergency services experience is preferred.
- Three (3) years of mid- to senior level supervisory or management responsibilities is desirable.
- Sixty (60) semester hours of college/university coursework in Fire Science or Criminal Justice or Associate Degree in Fire Science or Criminal Justice is preferred.
- Bachelor's degree in Emergency Management, Criminal Justice, Public Administration or Fire Technology is desirable.

### **Other Qualifications, Certificates, Licenses, Registrations**

- Current TCOLE certified Basic Peace Officer in good standing.
- Current Certificate in Basic Fire Inspection as issued by the Texas Commission on Fire Protection Personnel Standards.
- Valid Class C Texas Drivers License.
- Basic Arson Investigation, Basic Fire Investigation certification as issued by the Texas Commission on Fire Protection Personnel Standards.

### **Responsibilities**

- Develops strategies and techniques for fire protection and safety that best fits Hays County.
- Assists in planning, organizing, coordinating and directing the operations of the Office of Emergency Services to ensure implementation of the departments vision and mission;
- Plans, coordinates, and assists with all County fire districts, volunteer fire departments, and other related emergency services agencies in relation to fire protection and emergency services functions.
- Provides support to Emergency Management and Emergency Operations in disasters.
- Assists in educating county employees on disaster readiness, safety protocols, incident management system and continuity of operations.
- Updates and advises authorities on the latest fire prevention activities which could affect outlying communities.
- Enforces all state and county regulations or laws that relate to fires, explosions, or damages of any kind caused by fire or explosions in accordance with Chapter 352 of the Local Government Code.
- Plans for all fire related emergencies.
- Sets the standards for fire investigation certification.
- Ensures state certifications of staff within the Office of Emergency Services are maintained.
- Ensures that policies and processes for the inspection and approval of fire protection equipment and construction are in place and followed.
- Ensures that processes are in place and utilized for training emergency service organizations and providing public awareness for citizens of the County
- Facilitates and assists in training emergency service organizations, community awareness organizations, and emergency responders on fire safety, fire protection, fire investigation, emergency fire rescue and emergency fire response.
- Investigates and determines the cause, origin, and circumstances of fires in accordance with Subchapter B of Chapter 352, Local Government Code.
- Investigates any incident that relates to explosives, explosions or any damage caused by an explosive or explosions in accordance with Chapter 352 of the Local Government Code.
- Collects evidence from fire and disaster scenes.
- Prepares records of investigations and inspections.
- Prepares affidavits for arrest warrants, search warrants and subpoenas and executes them
- Takes and preserves witness statements, affidavits, and depositions to prepare for the filing of a complaint charging arson, attempted arson, conspiracy to defraud, or any other crime against a person the Fire Marshal believes to be guilty.
- Advises the Commissioners Court on status of fire preparedness and fire codes throughout the County.
- Additional duties as assigned and required.

### **Summary**

Under direction of the Hays County Emergency Services Director, the Fire Marshal performs advanced level protective service work in fire prevention, fire safety inspection, code enforcement and fire/explosives investigation. This position is responsible for highly complex, more sensitive matters and serves as an expert in area(s) of specialty. Plans, organizes, coordinates and directs the activities of the fire/arson investigators and the fire inspectors/code enforcement officers within the office. Assists in developing, recommending and updating policies and standard operating procedures, standards of performance, and specific steps to achieve office responsibilities. Responds to fire and/or explosion incidents in unincorporated areas of the county and other areas when properly requested to do so, to conduct origin and cause investigations. Conducts arson investigations and reports possible criminal activity to District Attorney and assists in prosecutions. Conducts fire and life safety inspections to ensure buildings and facilities are in compliance with fire codes. The incumbent is appointed by the Hays County Commissioners Court for a two-year term.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**