



HAYS COUNTY JOB POSTING

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| Job Title | Fire Investigator/Inspector – Part Time | Job Number | 665-0985-030521 |
| Department Head | County Fire Marshal | Date Open | March 5, 2021 |
| Salary Range Minimum | \$21.04 Hourly | Application Deadline | 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:

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from 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

This position is part time, as needed.

Education and/or Experience

- Two years of coursework from an accredited college or university with a major in fire science, police science, criminal justice, public administration, or a related field and three years of experience in law enforcement or fire protection.

Other Qualifications, Certificates, Licenses, Registrations

- Possess current certification as, at minimum, a Basic Fire/Arson Investigator Certification with the Texas Commission on Fire Protection (TCFP) within one year of appointment or
- Possess current certification as, at a minimum, a Basic Inspector license from Texas Commission on Fire Protection (TCFP) preferred.
- Must possess a valid Texas driver's license.
- Preferred current certification as a Basic Peace Officer License under the Texas Commission on Law Enforcement (TCOLE).
- Ability to maintain continuing education requirements as outlined by TCOLE.

Required Skills

- Investigates and determines cause, origin, and circumstances of fires in accordance with Chapter 352 of the 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.
- 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.
- Enforces all state and local laws.
- Initiates and completes assigned investigation and case reports and related documents.
- Prepares affidavits for arrest warrants, search warrants and subpoenas and executes them.
- Prepares cases for presentation to prosecutor's office. Testifies before grand jury, justice of the peace court, state and federal courts.
- 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.
- Documents and takes photographs of fire scene, makes sketches, gathers and preserves evidence. Conducts interviews with witnesses, suspects, and those with interests in the property.
- Files criminal citations with the Justice of the Peace in their respective precincts.
- Conducts fire inspections of businesses and homes to provide information on how to better protect property and life. Schedules and responds to citizen requests for fire inspections. Performs inspections of homes, businesses, schools and other structures. Detects fire hazards and makes recommendations for corrections. Performs timely follow-up inspections to insure compliance. Performs inspections of county owned and leased facilities.
- Approves fire protection equipment, construction, and fire safety plans for organizations and new construction within the County.
- Maintains records and reports of inspections.
- Trains emergency service organizations, community awareness organizations, and emergency responders on fire safety, fire protection, fire investigation, emergency rescue and emergency response.
- Plans, coordinates and assists with all county fire districts, volunteer fire departments, and other emergency services agencies in relation to fire protection and emergency services functions.
- Develops strategies and techniques of fire protection and safety that best fits Hays County.
- Conducts arson investigations any time of the day or night in any type of weather.
- Maintains all current certification and continuing education requirements through the Texas Commission on Law Enforcement (TCOLE) and the Texas Commission on Fire Protection (TCFP).
- Performs other duties as assigned.

Summary

Under direct or indirect supervision, assists the Office of Emergency Services and the Hays County Fire Marshal in conducting fire inspections and/or fire investigations.

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.