

**Bell County, Texas**

**Job Description: 115  
August, 2002**

**Job Title: Director Fire Marshall/Emergency Management**

Department: Fire Marshall  
Immediate Supervisor: County Judge

Brief Description of the Job: Coordinate the activities of various fire prevention and fire fighting units in the County. Maintains the County=s emergency management program and conducts public education presentations.

Essential Functions:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Time	Strgth
1) Maintains the emergency management program by identifying areas requiring review, update and exercising, performing reviews and updating basic plans and annexes, coordinating plans, conducting drills, coordinating actual disaster occurrences and filing reports.	40%	S
2) Investigate the cause, origin, and circumstance of each fire that occurs within the County but outside the municipalities in the County and that destroys or damages property; and determines whether the fire was the result of negligent or intentional conduct. The County fire marshal shall begin this investigation within 24 hours after the receipt of information regarding a fire. The 24 hour period does not include a Sunday. In the performance of official duties, the County fire marshal, at any time of day, may enter and examine structure where a fire has occurred and may examine adjacent premises.	40%	L
3)Conducts arson investigations by gathering information and data, traveling to incident scene, performing initial origin and cause investigation, interviewing witnesses, suspects, victims and other agencies and filing reports	5%	L
4) Conducts fire prevention inspections and investigates complaints by gathering information, traveling to the site, conducting inspections or investigation, interviewing witnesses, suspects or other agencies and filing reports	5%	L
5) Conducts public fire education programs, activities and presentations by coordinating dates, times, and locations, gathering and preparing materials, setting up equipment and making presentations.	5%	S
6) Maintains the LEPC and Hazard Communications Act programs by identifying areas of concern, coordinating meetings, developing program	4%	S

policies and procedures, reviewing annual chemical inventory lists and filing reports		
7) Performs other duties as assigned; maintains continuing education.	1%	S

\* Physical Strength Column: S - Sedentary      L - Light      M-Medium      H - Heavy      VH - Very Heavy

Physical Demands

Overall Physical Strength Demands:

  X   Sedentary          Light          Medium          Heavy          Very Heavy

**Physical Demands**

*Codes for each physical demand code listed:*

*C = Continuously F = Frequently O = Occasionally R = Rarely N = Never*

This is a description of the way this job is currently performed; it does not address the potential for accommodation

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	F	Making presentations, during inspections and investigations
Sitting	F	Desk work, driving, meetings
Walking	F	Equipment, evidence
Lifting	O	Equipment, evidence
Carrying	O	Equipment, evidence
Pulling	O	During inspections
Pushing	O	During inspections
Using Fine Dexterity	F	Computer Keyboard
Reaching	O	For evidence, supplies

Kneeling	O	During inspections and investigations
Crawling	O	During inspections and investigations
Twisting	O	During inspections and investigations
Climbing	O	Ladders
Balancing	O	On ladders
Seeing	C	Reading, computer screen, driving, during inspections
Hearing	C	Communicating with personnel
Talking	C	Communicating with personnel
Using Foot Controls	F	Driving

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, cameras, camcorder, hand tools, hydrocarbon detector, multi-gas detector, two-way radio

**Environmental Factors, Health and Safety, Primary Work Location:**

Exposure to frequency:

N = Never D = Daily S = Seasonal W = Several Times/Week Y = Yearly M = Several times/month

**Environmental Factors**

Dirt and Dust	W	Extreme Temperatures	W	Noise and Vibration	W
Fumes and Odors	W	Wetness/Humidity	W	Darkness or Poor Lighting	W

**Health and Safety**

Mechanical Hazards	W	Chemical Hazards	W	Electrical Hazards	W
Fire Hazards	W	Explosives	Y	Communicable Diseases	N
Physical Danger/Abuse	W	Other (Specify)			

**Primary Work Locations**

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Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors	X	Other:	

**Protective Equipment Required:**

Hard hat

**Non-physical Demands:**

Frequency Codes: F = Frequently O = Occasionally R = Rarely C = Continuously N = Never

Time Pressures	C	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	C	Working Closely with Others/Teaming	C
Tedious or Exacting Work	C	Noisy and Distracting Environment	F

**JOB REQUIREMENTS**

**Formal Education:**

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

**Experience:**

Over five years up to and including six years experience is required.

**Certifications and Other Requirements:**

Texas Commission on Law Enforcement Officer Standards and Education Certification  
Texas Commission on Fire Protection Certification  
Federal Emergency Management Agency License  
Valid Texas Class C Driver=s Licence

**Supervisory:**

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meeting and discussions may be conducted with customers, brokers and sales representatives.

**Revised August, 2002**  
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