

Job Title: Director Fire Marshal

Department: Communications

Immediate Supervisor: County Judge

BRIEF DESCRIPTION OF THE JOB: Coordinates the activities of the various fire prevention and fire fighting units in the Count. 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.

Percentage of Time Physical Strength Code

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.	50%	S
2) Conducts fire and 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.	30%	L
3) 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%	S
4) 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%	L
5) Maintains the LEPC and Hazard Communications Act programs by identifying areas of concern, coordinating meetings, developing program policies and procedures, reviewing annual chemical inventory lists and filing reports.	5%	S
6) Performs other duties by maintaining continuing education.	5%	S
<i>Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</i>		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

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.

Physical Demands	Frequency Code	Description
Standing	F	Making presentations, during inspections and investigations
Sitting	F	Desk work, driving, meetings
Walking	F	During investigations and inspections
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:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per 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 or Abuse	W	Other (specify)			

PRIMARY WORK LOCATION				
Office Environment	X	Warehouse		Shop
Vehicle	X	Outdoors	X	Other:

Protective Equipment Required:

SCBA, firefighting turn-out gear, foul weather gear, gloves, steel toed boots, hard hat

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

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 As Part of a Team	C
Tedious or Exacting Work	C	Noisy/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 License

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 within the County 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 outside the County 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. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.