

## **Nueces County Job Description**

**Job Title:** Fire Marshall – 1122-5105  
**Job Code:** 1122  
**Salary Level:** Pay Group 28  
**Class:** Non-Clerical  
**FLSA Status:** Exempt  
**W.C. Code:** 8810  
**NAICS Code:** 921190  
**Prepared by:** Sara Longoria  
**Date:** Created 1/9/2020; Rev. 10/27/2020

**Approved by:**

**Date:**

**SUMMARY:** Performs professional and technical fire prevention work for the County. This position provides expertise, develops, organizes, directs and/or implements programs regarding fire prevention, protection, suppression, and investigation in the unincorporated areas of the county. This position will also review construction plans, site plans, fire suppression system plans, fire alarm plans, and other fire code required permits for new and existing commercial, public, and residential buildings in the unincorporated areas of the county for inspection and compliance with the currently adopted fire code.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Conducts and coordinates all construction plan reviews on civil, structural, plumbing, mechanical, electrical and fire protection systems for construction with the County for compliance with local, state and federal rules, laws, statutes and regulations.

Conducts fire and life safety code compliance inspections annually for all businesses, state licensed and regulated child care, health care and assisted living facilities as well as construction and fire protection system projects.

Conducts fire, explosive and hazardous materials investigations on all incidents within the unincorporated areas of the County; collects and analyzes evidence, including flammable and combustible liquids and appliances; interviews witnesses and suspects; prepares, processes and files cases for criminal prosecution.

Organizes documentation for all investigations, fire reports and related activities.

Conducts planning and development meetings with potential and current business owners, developers, project managers, engineers, architects and elected officials; coordinates a competitive construction program by streamlining the developmental process.

Coordinates the issuance of various types of operational and construction permits to businesses and proposed construction and fire protection system projects.

Coordinates the County-wide Pre-Incident Planning and Assessment Program; directs volunteers from the Fire Corps in gathering property, hazardous materials and hazardous process information from all County properties.

Serves as the liaison with first responder organizations in gathering and distributing pre-incident planning and assessment plans.

Builds and sustains effective working relationships between the public and fire departments; emphasizes County-wide public education programs and community service initiatives; participates in community events; interacts with community members and the fire service.

Conducts fire prevention and safety programs for County employees, businesses, civic organizations, first responders and the general public.

Assists the Emergency Management Coordinator and Deputy Emergency Management Coordinator with planning, development and implementation of hazard mitigation as well as disaster responses during declared emergency activations.

Assess and monitor the fire threat level for the County, to include making recommendations to the Commissioners Court on burn ban orders.

Inspects fire hazard complaints and underground storage tanks.

Prepares and maintains records of structures inspected and resulting actions.

Issues citations for fire code violations.

Coordinates suspected arson cases with the Nueces County Sheriff's Office and other applicable law enforcement agencies.

Attends various training seminars and workshops to maintain professional development.

Attends and participates in meetings as required.

Remains on call 24 hours a day.

Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** May supervise other employees. Carries out supervisory responsibilities in accordance with Nueces County policies and applicable laws. Responsibilities include training employees, planning work, addressing complaints, and resolving problems.

**EDUCATION and/or EXPERIENCE:** High School diploma or GED plus sixty hours college credit to include work in fire science or criminal justice or a related field; or Associates degree in Fire Science/Criminal Justice or a related field. And five years of experience in firefighting or investigating required.

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities, may be considered for current Nueces County employees only.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, public media, and the general public.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of emergency situations and to make timely decisions on actions necessary to alleviate the situation.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must have Basic Peace Officer Certification by the Texas Commission on Law Enforcement.

A valid Texas driver's license.

Must be or have the ability to obtain the following certifications within 6 months of appointment:

Certification by the Texas Commission on Fire Protection as Basic Fire Investigator.

Certification by the Texas Commission on Fire Protection as Fire Inspector I and II plus Plans Examiner.

Certification by the Texas Commission on Fire Protection as Arson Investigator.

Certification as a Code Enforcement Officer by the Texas Department of Licensing and Regulations.

Certification as NIMS 100, 200 700, 800

Certification as NIMS 300 and 400 is preferred

Certified as a Firefighter is preferred.

**OTHER SKILLS AND ABILITIES:** Ability to communicate effectively. Ability to establish and maintain effective working relationships with other county employees and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in high, precarious places; is exposed to fumes or airborne particles; toxic or caustic chemicals; exposed to wet and/or humid conditions; frequently works in outside weather conditions. The noise level in the work environment ranges from moderate to loud.

This position has been identified with possible risk of exposure to bloodborne pathogens and/or other various hazards that require immunization against such exposure.