



TEXAS CITY FIRE DEPARTMENT

1725 25TH Street North, Texas City, Texas 77590-4930
Phone: 409-643-5700 Fax: 409-643-5719
AN EQUAL OPPORTUNITY EMPLOYER



APPLICATION FOR ASST. FIRE MARSHAL

Last Name										First					M. I.	
Street Address										Apartment/Unit #						
City					State					ZIP						
Phone					Alternate Phone Number											
Social Security No.					Email Address											
Civil Service requires that a person may not be certified as eligible for a beginning position if the person is under age 18 or 36 years of age or older. Are you between the age of 18 and 35?										YES		NO				
Are you a citizen of the United States?					YES		NO		If no, are you authorized to work in the U.S.?			YES		NO		
Are you related to any employee of the City of Texas City?					YES			NO								
If yes, List first and last name, relationship, and department																
Driver's License Number					State		Type/Class		Exp. Date							
OTHER INFORMATION																
Are you currently certified as a Structural Fire Fighter by the Texas Commission on Fire Protection?										YES		NO				
Have you ever worked in the Fire Service?					YES		NO		If so, where							
Are you currently certified by Texas Commission on Law Enforcement?										YES		NO				
State of EMT Registration					Level		Exp. Date									
Ability to Swim										Yes		No				
Person to Notify In case of an Emergency																
Full Name					Relationship											
Phone					Phone											
Address																
MILITARY SERVICE																
Branch					From		To									
Rank at Discharge					Type of Discharge											
If other than honorable, explain																
Duties/Special Training																
Did you serve at least 180 days of active duty?					YES		NO									
EDUCATION																
List the last Grade of School completed																
Do You have a college degree?					YES		NO		If yes, what Level							
Applicant's Signature:										Date						
VOLUNTARY RELEASE OF DEOMGRAPHIC DATA																
The following voluntary information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in the validation of our selection methods. The following information is not to be used in hiring or interviewing. It will be available only to authorized personnel for research and evaluation purposes. Refusing to provide this information will not subject you to adverse treatment.																
Gender:		MALE		FEMALE		Do you Consider yourself "disabled"? YES <input type="checkbox"/> NO <input type="checkbox"/>										
ETHNICITY:		White Caucasian		Hispanic		Black		Asian		American Indian or Native American			Other			
How did you learn about this job?																
City Employee		YES		NO		Where in city:										

ASST. FIRE MARSHAL – ASSIGNMENT

Reports to: Fire Chief, Fire Marshal, or Designee
Position Control No:

Department: FIRE DEPARTMENT
[] Exempt [X] Non-Exempt
[X] Full Time [] Part-Time [] Seasonal

Department Head Approval: *David B. Zachow | Fire Chief* Date: 5/13/21

JOB SUMMARY:

Employee under general supervision of the Fire Marshal will assist in plan reviews, inspections, investigations, public education and permitting to ensure quality public service to citizens, as well as conducting code enforcement duties by enforcing local ordinances and codes.

ESSENTIAL FUNCTIONS

Individuals appointed to this assignment are required to perform the essential job functions of their position including all of the following:

1. Ability to communicate effectively orally and in writing, respond to citizen's questions or complaints, serve on special committees, prepare reports and memos, and represent the Fire Department to other City departments, governmental agencies, civic groups, vendors and the public.
2. Maintain regular and reliable attendance.
3. Ability to plan, develop, monitor, and evaluate long and short term goals and objectives, establish priorities and programs of the department.
4. Ability to recommend, improvements of operating procedures.
5. Ability to investigate the cause, origin, and circumstances, when needed, of fires occurring within the city to determine whether the fire was accidental or intentional within 24 hours of the occurrence.
6. Ability to effect a charge of arson if evidence is sufficient, and furnish sufficient evidence to the proper authorities.
7. Complete annual inspections to all commercial buildings, day cares, schools, institutions, etc. for fire code violations and issue a violation report to occupancy for correction. Set up re-inspection schedules for occupancies with violations.
8. Issue permits for burning, alcohol, etc.
9. Prevention presentations to schools and businesses, job fair, etc. upon request.
10. Review building and sprinkler plans to ensure they meet current building codes.
11. Enforce local ordinances and codes.
12. Issue correction notices.
13. Assist in resolving complex and sensitive customer service issues and complaints by telephone or in writing. Maintain records regarding complaints mitigated.
14. Participate in monthly Nuisance and Abatement Meetings and provide quarterly reports as required to City Commission.
15. Maintains records of code compliance and inspection activities and completes related reports.
16. Issues certificates and permits as appropriate, burning, alcohol, explosives, etc.
17. Assists in researching problems and complaints regarding commercial and residential code compliance. Responds to complex and sensitive compliance issues.
18. Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.
19. Assist in monitoring and mitigating complaints via TCI & MyGov.
20. Maintain a list, and photographs of reported substandard structures within the City of Texas City.
21. Conduct regular site inspections of reported substandard structures.
22. Post court notices, Property leans, and violations notices at nuisance properties.
23. Prepare court fillings, new case records and abatement orders.
24. Attend court proceedings and testify as required.
25. Prevention presentations to schools and businesses, job fair, etc. upon request.
26. Review building and sprinkler plans to ensure they meet current building codes.
27. Performs the duties of a plans examiner as need for commercial and residential projects.

28. Other duties as assigned by the Fire Chief, Fire Marshal or designee.

QUALIFICATIONS (MINIMUM TRAINING AND EXPERIENCE):

1. Knowledge of fire and life safety systems and practices.
2. Knowledge of both local and state laws, regulations, code enforcement, and procedures pertaining to fire and building codes, fire and life safety systems and practices.
3. Knowledge of principles and practices related to fire inspections, code enforcement inspections and plans examination.
4. Knowledge of theories, principles, and practices as applied to fire suppression operations and emergency medical procedures.
5. Knowledge of research and analysis methods, survey, techniques, and statistical and financial analysis methods.
6. Skill in communicating ideas effectively in writing and orally in group and individual settings.
7. Must be able to create and maintain files, documents, records of notices, citations, and records of all investigations.
8. Skill in establishing and maintaining effective working relationships with sworn Fire Department personnel, other City departments, local and national agencies and citizens.
9. Ability to recognize or identify the existence of problems and generate or conceive new or innovative ideas or solutions to resolve those problems.
10. Ability to assist the Fire Marshal with planning, scheduling and monitoring long term complex projects.
11. Must have computer and Microsoft Office knowledge.

CERTIFICATES AND LICENSE REQUIREMENTS:

1. High School diploma or GED
2. Must be certified and/or certifiable by the Texas Commission on Fire Protection as a Fire Inspector, Fire Investigator, Plans Examiner and Arson Investigator.
3. Must be a State of Texas Registered Code Enforcement Officer (TDLR).
4. Must have a valid Texas Driver's license with acceptable driving record.
5. Must possess and maintain the required licenses and certifications prescribed by the State of Texas and/or applicable city policy.

PHYSICAL REQUIREMENTS

1. Must be able to lift and carry up to 40 pounds.
2. Walk, climb, kneel, squat, stoop, bend, or crawl while reviewing and inspecting projects.
3. Sit or stand for extended periods of time while performing inspection duties.
4. Work in adverse weather conditions such as extreme cold, heat, or temperature swings.
5. Work in height and extreme noise levels.
6. Some exposure to mechanical, fume/odor and dust/mite hazards.
7. Some extended hours may be required.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

Signature

Date