



Bowie County, Texas Employment Opportunity

Job Posting Notice

Interested persons shall submit or deliver their application and resume of qualifications to the following address:

Bowie County Courthouse, Payroll Office
710 James Bowie Drive,
New Boston, Texas, 75570

Or

The following email address payroll@bowiecounty.org

POSITION: County Fire Marshal

DETAILS:

Responsible for the general operations of the County Fire Marshal's office per the Texas Government Code Chapter 352, Subchapter Bowie County Fire Marshal and performs post incident investigations of all fires in the unincorporated areas of Bowie County. The Bowie County Fire Marshal is also responsible for finding and correcting unsafe conditions of all Bowie County owned and/or operated buildings and may perform inspections of publicly occupied buildings within the unincorporated areas of Bowie County as determined by local regulations or state statutes or upon request of the property owner/representative. Per Chapter 352 of the Texas Local Government Code, the County Fire Marshal is a position appointed by the Bowie County Commissioners Court to a term not to exceed two years at which time the appointee may be considered for reappointment. The County Fire Marshal must meet and maintain all requirements and qualifications for holding the office of County Fire Marshal, including but not limited to bonding requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates and conducts investigations of fires and explosions, especially those of a suspicious nature or involving injury or death to determine their cause and origin.
- Coordinates and conducts criminal investigations into arson, insurance fraud and the use of explosives or explosive devices.
- Collects, preserves, and properly documents evidence and prepares criminal cases for prosecution.
- Interviews and interrogates when applicable complainants, suspects, witnesses, and other persons who may have information related to crimes or suspected criminal activity.
- Obtains and serves search and arrest warrants associated with criminal investigations.
- Coordinates with State and Federal agencies regarding investigations when needed and where required.
- Prepares bid specifications for non-routine purchase of equipment and supplies.
- Prepares, manages, and controls the departmental budget.
- Attends seminars, conferences, workshops, classes, lectures, and other continuing education opportunities to enhance and maintain knowledge of trends and developments in the fields of fire, arson, and explosives investigation.
- Supervises the activity of subordinate positions in the activities of arson investigation.
- May inspect firework stands for hazards and violations of State regulations.
- Successfully prove firearms proficiency annually.
- Performs other related work as needed or as assigned by the Bowie County Commissioner's Court.
- Perform functions and duties of the County Fire Marshal's office as directed by Chapter 352 of the Texas Local Government Code.

REQUIRED SKILLS AND ABILITIES:

- Knowledge of operational characteristics, services and activities of a comprehensive fire investigation, prevention and suppression program.
- Knowledge of modern office procedures, methods and computer equipment and the ability to operate efficiently technological equipment such as computers, records management software, digital imaging equipment, and electronic sensory devices.
- Knowledge of principles and practices of program development and administration.
- Knowledge of principles and practices of budget preparation and administration.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Knowledge of building construction and electrical service.
- Ability to plan, organize, and coordinate activities with public safety organizations and entities within Bowie County, including volunteer fire departments.
- Ability to delegate authority and responsibility.
- Ability to develop and administer goals, objectives and procedures for departmental operations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to adapt to changes in the work environment, manage competing demands and deal with changes, delays or unexpected events.

PREFERRED LICENSES AND CERTIFICATIONS:

- Texas Peace Officers certification with the Texas Commission on Law Enforcement Officers.
- Arson Investigator certification with the Texas Commission of Fire Protection.
- Fire Investigator certification with the Texas Commission of Fire Protection.
- Fire Inspector certification with the Texas Commission of Fire Protection.
- Head of Department certification with the Texas Commission of Fire Protection (not a prerequisite).
- Basic Structural Firefighter certification with Texas Commission on Fire Protection.
- Complete and keep current all mandated training for certification by the Texas Commission on Law Enforcement, Texas Commission on Fire Protection, and/or the State Firemen's and Fire Marshal's Association.
- Must obtain all necessary continuing education credits to meet and maintain all required licenses, certifications, qualifications, and bonds.
- Must obtain and/or meet all necessary requirements, including bonds and qualifications of office as required by Chapter 352 of the Texas Local Government Code.

ESSENTIAL PHYSICAL DEMANDS:

- Crawling, kneeling, bending, climbing ladders; ability to lift up to 50 lbs. and to reconstruct fire scenes.