

Emergency Management Coordinator / Fire Marshal Description

Performs professional and technical task-level work for the County; assists with the County's comprehensive risk reduction program to reduce or eliminate the loss of life and property by fire, explosion, or the unauthorized discharge of hazardous materials as well as natural disasters.

EMERGENCY MANAGEMENT DESCRIPTION

ESSENTIAL FUNCTIONS:

- Required response and on-call position 24 hours a day for any man-made or natural disaster.
- Develop procedures and plans to respond to natural disasters or other emergencies in order to minimize risk to people and property.
- Coordinate with elected officials, nonprofit organizations, government agencies, public safety officials and general public to gather recommendations for emergency response plans and organize training programs for volunteers, staff and all respondents.
- Assess hazards, write mitigation plans and promote mitigation activities to reduce the probability and impact of disasters.
- Help their community and organization anticipate hazards and vulnerability, and undertake measures to more effectively deal with disasters and recover from them.
- Analyze resources, equipment and staff available to respond to emergencies with the ability to revise plans as well as coordinate with police, fire, emergency medical service and public works agencies.
- Must maintain command center in the event of an emergency while monitoring and managing the emergency operations. Post emergency they must assess damage to their community and coordinate receiving assistance and supplies.
- Review emergency plans for individual organizations, such as medical facilities and ensure their adequacy.
- Advisor to and not limited to: County judge, Sheriff, ESDs, Mayors, City Managers, Fire Chief, Police Chief and School Districts.
- Representative for the emergency preparedness meeting with the local, regional, stand and federal level agencies.
- Coordinates and assesses emergency radio communications and equipment County wide. Will also include interoperability between multiple jurisdictions.
- Creates and monitor all equipment necessary to sustain emergency services during a disaster.
- Creates and implements plans to assist, aid, and care for victims during a disaster.
- Maintains and operates emergency mass notification systems for the entire county.
- Flood plain administrator for unincorporated portions of the county and coordinates with flood administrators in all municipalities within the county. In charge of all flood plain permitting.
- Act as liaison for county and ESDs and coordinate efforts for ESD services.
- Coordinate with 911 addressing and COG on emergency service areas and dispatch.

FIRE MARSHAL DESCRIPTION

ESSENTIAL FUNCTIONS:

- Maintains regular and timely attendance at work.
- Answers phone calls and emails; responds to call-outs within a reasonable time of receiving a request.
- Enforces state and county regulations relating to fires, explosions, or dangers of any kind caused by fire or explosions throughout the County.
- Performs plans review.
- Conducts complex fire investigations to determine fire origin, cause, and circumstances within the County.
- Takes photographs and secures available materials, evidence, and/or information related to investigations.
- Interviews or interrogates individuals; takes statements and prepares detailed reports.
- Makes arrests, as appropriate, of those committing the act of arson and related crime(s).
- Works with County prosecutor's offices to ensure legal prosecution of those found guilty of violating laws and/or committing criminal acts related to fire and environmental crimes.
- Works with other regulatory agencies in environmental crime investigations involving fires, explosions, hazardous material releases, and other incidents.
- Works with other agencies and private or public entities, as needed to conduct fire prevention education meetings.
- Assists with fire prevention and safety programs for County employees, businesses, civic organizations, first responders, and the public.
- Conducts fire prevention programs, fire and life safety inspections, and assists in maintaining an effective plan to manage fire and explosions as well as other related emergencies in the County.
- Conducts planning and development meetings.
- Attends required training and maintains appropriate certifications as required.
- Monitors and keeps updated on local, state, and federal laws charged with enforcing.
- Serves as "essential personnel" and remains available for immediate call-in due to any natural or manmade disaster, or any other event the Fire Marshal or County Judge deems necessary.
- Assist with coordinating and communicating with various public safety agencies, community organizations, officials, and the public; acts as a liaison with federal, state and local agencies; maintains continuous and frequent communications with fire agencies, law enforcement agencies, hospitals, and emergency medical services agencies for liaison and interpretation for responses and communications.
- Generates reports on all duties performed

KNOWLEDGE OF:

- Fire science principles and practices.
- Firefighting standards.
- Fire codes.

- Building codes.
- Fire prevention and enforcement.
- Fire suppression operations, safety, and tactics.
- Fire and rescue operations.
- Fire and life safety evaluations.
- Fire detection and alarm systems.
- Fire apparatus.
- Fire testing, system design and specifications.
- Fire protection and engineering principles and practices.
- Hazardous materials
- Fire and safety system, plumbing, mechanical, and electrical system inspection techniques and practices.
- Fire, arson, and explosive investigations.
- Forensic evidence examinations.
- Crisis management and emergency response principles and practices.
- NIMS and ICS systems

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Education, Experience and Training Guidelines:

TCOLE certified peace officer, TCFP certified arson and inspector; Five years of related experience; OR an equivalent combination of education, training, and experience as determined by the County Judge.

SKILLS IN:

- Communicating effectively, both orally and in writing.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, elected officials, local/state/federal staff, police and fire departments, volunteer organizations, civic organizations, schools, day care organizations, engineers, architects, developers, private companies, civic groups, and the public.
- Assisting with defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Working effectively within strict periods and under pressure.
- Operating a personal computer and various software applications.

LICENSE & CERTIFICATION REQUIREMENTS:

Texas Basic Certified Peace Officer.

Texas Commission on Fire Protection Arson and Inspector

Valid Texas Driver's License.