



MILAM COUNTY, TEXAS
AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

POSITION: County Fire Marshal
Department: County Judge's Office
Reports To: County Judge
Classification: Depends on Experience & Qualifications

Summary of Responsibilities and Goals

This is a position responsible for the planning, organizing, and direction of all fire inspections, fire investigations throughout the unincorporated areas of Milam County in accordance with Local Government Code Chapter 352 "County Fire Protection". These services include conduction fire inspections, providing fire prevention education to business owners and citizens, maintaining records of such programs as well as records required by the Texas Commission on Fire Protection and to coordinate the Milam County Government's efforts with Milam County's Volunteer Fire Departments as well as Milam County ESD-1. This position will also be responsible for helping local fire departments and Municipalities (upon request) with the investigation of fires in the county to determine the origin and cause of a fire incident and the prosecution of arson and other unlawful fires.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Primary Duties:
 - Code enforcement.
 - Fire prevention classes.
 - Investigations of fires.
 - Record keeping of fires (as required by Texas Law).
 - Technical and administrative assistance to county fire departments.
- General Duties:

- Inspection of Buildings for general compliance with fire prevention codes, laws, and regulations.
- Reviews of findings and follow-up as necessary following building inspections.
- Assists in community fire prevention training.
- Review of construction plans as requested to ensure compliance with fire and life safety codes.
- Attendance at conferences, schools and other meetings in order to maintain the most current training and to meet yearly requirements as set forth by the Texas Commission on Fire Protection.
- Review, Monitor and update county orders for compliance with State and Federal law
- Perform duties as assigned by the county judge and commissioner's court.
- Enforces any burn ban put into place by the Milam County Government and may issue burn permits in the county as per the rules and regulations of the State of Texas.

Note: The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position of work is similar related or a logical assignment to the position.

EDUCATION and/or EXPERIENCE

- High School Diploma

LANGUAGE SKILLS

- Must have excellent written and oral skills in English.
- Ability to read and speak conversational Spanish is helpful but not required.

CERTIFICATES, LICENSES, REGISTRATIONS

- A current Texas Commission on Law Enforcement Peace Officer's License.
- Current Qualifications from the Texas Commission on Fire Protection:
 - Structure Firefighter - Master
 - Instructor III
 - Fire Investigator – Basic
 - Arson Investigator – Basic
 - Fire Marshal – Basic

- Hazardous Materials Technician

The county may modify this job description at any time it desires with or without notice. Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. This job does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under circumstances is this a contract for employment.

SERVICE AREA

The current service area of the Fire Marshal’s Office includes all rural and unincorporated areas of the county and within the City limits of a municipality when requested by the City Manager to the County Judge. Milam County has 9 Volunteer Fire Departments covering 1022 square miles.

Applications may be downloaded from the Milam County website at www.milamcounty.net (Click on HR Department Job Listings) or pick up from the Milam County Human Resources Office, located at 806 N. Crockett, Cameron, TX. An application MUST be submitted by email: dlara@milamcounty.net or hand delivered to the Milam County Human Resources Office. Position will be open until filled.