

## Hays County

## Deputy Fire Marshal

<b>SALARY</b>	\$28.46 - \$31.10 Hourly \$4,932.58 - \$5,390.00 Monthly \$59,191.00 - \$64,680.00 Annually	<b>LOCATION</b>	San Marcos, TX
<b>JOB TYPE</b>	Full-Time Regular	<b>JOB NUMBER</b>	202201085
<b>DEPARTMENT</b>	Emergency Management	<b>OPENING DATE</b>	10/01/2025

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## Description

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Summary**

Under direction of the Hays County Fire Marshal, the Deputy Fire Marshal performs advanced level protective service work in fire prevention, fire safety inspection, code enforcement and plan review. Conducts fire and life safety inspections to ensure buildings and facilities are following fire codes. This position plans, organizes, coordinates, and directs the

activities of the plans review program within the office. The Deputy Fire Marshal is subject to being on call and being called to duty after normal business hours.

## Responsibilities

- Investigates and determines the cause, origin, and circumstances of fires by Chapter 352 of the Local Government Code.
- Investigates any incident that relates to explosives, explosions, or any damage caused by an explosion or explosions in accordance with Chapter 352 of the Local Government Code.
- Investigates fires to determine their origin and cause, coordinate with on-scene incident command, create photographic or video recordings of the event, provide detailed reports for fire scene investigations, and process and maintain evidence for criminal investigations in conjunction with law enforcement.
- Maintains on-call status outside of regular working hours on a designated scheduled rotation
- Investigates complaints of alleged fire code violations, issue stop work orders and generate code violation files as needed, organize and maintain files related to compliance activities and present testimony in court, as required.
- Assists community members in understanding the Firewise program through simple explanations, conduct pre-application field visits and meetings, apply relevant criteria as needed, and coordinate with local Fire Districts
- Conducts inspections for compliance with sprinkler and fire alarm codes.
- Conducts inspections for new construction, tenant improvements, commercial occupancies, operational permits, annual fire & life safety inspections, and issue Stop Work Orders as needed
- Assists in fire and life safety educational meetings and workshops, educating the public on fire and life safety codes.
- Assists with fire prevention assemblies at schools and attend meetings as needed to discuss fire prevention and codes.
- Enforces all state and county regulations or laws related to fires, explosions, or damage of any kind caused by fire or explosions, according to Chapter 352 of the Local Government Code.
- Collects evidence and identifies whether the fire was the result of arson, negligence, or intentional conduct.
- Initiates and completes assigned investigations and case reports, as well as related documents.
- Conducts follow-up investigations.
- Prepares affidavits for arrest warrants, search warrants, and subpoenas and executes them.
- Prepares cases for presentation to the prosecutor's office
- Testifies before grand juries, justice of the peace courts, and state and federal courts.
- Maintains records of plan reviews, permits and inspections.

- Files criminal citations with the Justice of the Peace in their respective precincts.
- Provides support for Emergency Management and Emergency Operations in disasters.
- Assists in educating county employees on disaster readiness, safety protocols, incident management system and continuity of operations.
- Makes public education presentations.
- Trains emergency service organizations, community awareness organizations, and emergency responders on fire safety, fire protection, fire inspections and emergency response.
- Maintains all current certifications and continuing education requirements as mandated by the Texas Commission on Fire Protection (TCFP).
- Performs other duties as assigned.

## Education and/or Experience

- Two (2) years of increasingly responsible experience in fire investigation, fire inspection, and/or fire plans examination.
- High school diploma or GED equivalent.
- Certification by either the National Fire Association of Fire Investigators (NAFI) as a Fire and Explosion Investigator or the International Association of Arson Investigators (IAAI-FIT).

## Other Qualifications, Certificates, Licenses, Registrations

- Basic Fire Inspection certification as issued by the Texas Commission on Fire Protection.
- Plans Examiner certification as issued by the Texas Commission on Fire Protection.
- Valid Class C Texas Driver's License.
- TCOLE Basic Evidence Technician is preferred.
- Basic Fire Investigation or Arson Investigation certification as issued by the Texas Commission on Fire Protection.
- Fire Instructor certification as issued by the Texas Commission on Fire Protection, is preferred.
- Fire and Life Safety Educator I issued by the Texas Commission on Fire Protection, is preferred.
- The current TCOLE Basic Peace Officer certification, in good standing, is highly preferred.

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**Employer**

Hays County

**Address**

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