



## Harris County Sergeant - Fire/Arson Investigations

<b>SALARY</b>	\$39.46 - \$41.43 Hourly	<b>LOCATION</b>	Houston, TX
<b>JOB TYPE</b>	Regular Full-time	<b>JOB NUMBER</b>	14551
<b>DEPARTMENT</b>	Fire Marshal's Office	<b>OPENING DATE</b>	02/20/2025
<b>CLOSING DATE</b>	3/20/2025 11:59 PM Central		

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### Position Description

The Sergeant in the Harris County Fire Marshal's Office (HCFMO) plays a pivotal role as the entry-level supervisory position, tasked with managing teams or groups within a designated branch or service. The position serves as a front-line supervisor, providing leadership, direction, and oversight to ensure the safe and efficient execution of operational and administrative tasks in line with HCFMO objectives. As a subject matter expert (SME), the Sergeant ensures that their respective team operates in accordance with agency policies and procedures, while also focusing on community safety.

The position is essential in maintaining public safety, protecting property, and supporting the well-being of residents in Harris County. The Sergeant works closely with middle management and plays an active role in implementing the strategic goals of the Agency, ensuring high-quality service delivery and operational efficiency.

### Duties and Responsibilities:

- **Supervisor Support:** Assist your lieutenant with managing your team by understanding and communicating their expectations.
- **Report completion:** Ensure reports are completed for your team within policy standards.
- **Subordinate Support:** Provide investigative expertise and ensure efficient administrative support for your investigators, while fostering a culture of integrity.
- **Conflict Resolution:** Actively resolve employee conflicts as they occur.
- **Resource Management:** Ensure that investigators have the necessary equipment and training for investigation responses.
- **Service Response:** Ensure prompt response to calls for service, targeting a callback within 10 minutes of request.
- **Investigation Supervision:** Supervise, and or oversee significant investigations.
- **Guidance and Expertise:** Offer expertise and guidance to investigators through participation in fire scene examinations and review of incident report narratives.
- **Performance Evaluation:** Conduct performance evaluations of subordinates through involvement in fire scene examinations.
- **Training Officer Role:** Undertake or oversee the role of a Field Training Officer when designated for your shift.
- **Command Readiness:** Be ready to act as the shift commander throughout an operational period when scheduled as the on-call supervisor.
- **Supervisory Communication:** Maintain direct communication with the on-call supervisor, especially when acting as shift commander during regular workdays.

- **Effective Communication:** Ensure comprehensive communication through direct conversations, in-person meetings, and training sessions.
- **Professional Development:** Seek out and participate in training and conferences to enhance supervisory skills.
- **Meeting Attendance:** Attend necessary or requested meetings.
- **Job Description Compliance:** Adhere to and fulfill all responsibilities outlined in the Sergeant job description provided by the Harris County Fire Marshal's Office.
- **Additional Duties:** Perform additional duties as requested or identified.

**Harris County is an Equal Opportunity Employer**

<https://hrrm.harriscountytexas.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or email [ADACoordinator@bmd.hctx.net](mailto:ADACoordinator@bmd.hctx.net)

## Requirements

### Experience and Experience:

- High School Diploma or G.E.D. equivalent from an accredited educational institution.
- Five (5) years of relevant experience.

### OR

- Associates degree from an accredited college or university.
- Three (3) years of relevant experience.

### OR

- Bachelor's degree or higher from an accredited college or university.
- Two (2) years of relevant experience.

***(Relevant experience to include but are not limited to: leadership, customer service, military, fire service, public service, investigator, etc.)***

### AND

- All applicants must be a Basic or higher Certified Peace Officer with TCOLE, a Certified Texas Commission on Fire Protection (TCFP) Fire/Arson Investigator and one of the following:
  - Current HCFMO employee with the Investigation Bureau, OR
  - TCFP Intermediate Investigator with IAAI (CFI) Certified Fire Investigator, OR
  - TCFP Advanced / Master Investigator with IAAI (FIT) Fire Investigation Technician.

### Knowledge, Skills, and Abilities:

- Supervision & Leadership
- Program Supervision
- Evaluation & Feedback
- Problem Solving
- Adaptability
- Decision-Making
- Mentoring & Development
- Interpersonal Skills
- Critical Incident Response
- Situational Awareness
- Knowledge in various areas relevant to the HCFMO
- Possess a valid driver license, State of Texas Class C
- Knowledge of Incident Management, such as the National Incident Management System (NIMS) and within one year, proof of completion of ICS 100, 200, 300, 400, 700 and 800

**Notice:** Applicants for this position will be subject to a criminal background check that includes being fingerprinted. This applies to any position with network access to Criminal Justice Information Services (CJIS) or access to an area where CJIS is received, maintained or stored either manually or electronically (i.e. custodian, maintenance).

**Automatic Disqualification:**

- Convictions, probation, or deferred adjudication for any Felony, and any Class A Misdemeanor.
- Convictions, probation, or deferred adjudication for a Class B Misdemeanor, if within the previous 10 years.
- Open arrest for any criminal offense. (Felony or Misdemeanor)
- Family Violence conviction.

**NOTE:** Qualifying education, experience, knowledge, and skills must be documented on your job application. You may attach a resume to the application as supporting documentation but **ONLY information stated on the application will be used for consideration. "See Resume" will not be accepted for qualifications.**

**Preferences**

- TCFP Intermediate Investigator with IAAI (CFI) Certified Fire Investigator.

**General Information**

**Position Type and Typical Hours of Work:**

- Regular Full-time
- 40 Hours per Week
- Various Shifts | To Include Nights, Weekends & Holidays.

**Salary:**

- \$39.46 - \$41.43 Hourly
- Depends on Qualifications
- Based on 26 Pay Periods

**Employment is contingent upon passing a background check and drug screen.**

**Due to a high volume of applications positions may close prior to the advertised closing date or at the discretion of the Hiring Department.**

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**Employer**

Harris County

**Address**

1111 Fannin St  
Ste. 600  
Houston, Texas, 77002

**Phone**

713-274-5445

**Website**

<https://www.governmentjobs.com/careers/harriscountytx>

## Sergeant - Fire/Arson Investigations Supplemental Questionnaire

### \*QUESTION 1

Which of the following best describes your highest level of education completed as it relates to this position?

- High School or GED diploma
- Associates Degree
- Bachelor's Degree or higher
- None of the above

### \*QUESTION 2

Which of the following best describes your verifiable years of relevant experience? (Relevant experience to include but are not limited to: leadership, customer service, military, fire service, public service, investigator, etc.) (To be considered, qualifying experience must be documented in your application's employment history)

- Less than two (2) years
- Two (2) years but less than three (3) years
- Three (3) years but less than four (4) years
- Four (4) year but less than five (5) years
- Five (5) years or more
- I do not have this experience

### \*QUESTION 3

Please provide details about your verifiable years of relevant experience. (Relevant experience to include but are not limited to: leadership, customer service, military, fire service, public service, investigator, etc.) Do not use "Please see Resume" or "See Resume" (To be considered, qualifying experience must be documented in your application's employment history) Please include your (a) role(s), (b) types of organizations, (c) scope of duties and responsibilities If you do not have this experience, please type "None" in the space provided.

### \*QUESTION 4

Which of the following certifications do you currently have?

- Basic or higher Certified Peace Officer with TCOLE.
- Certified Texas Commission on Fire Protection (TCFP) Fire/Arson Investigator.
- N/A; None of the above

### \*QUESTION 5

Which of the following applies to you? (Check all that apply.)

- I am a current HCFMO employee with the Investigation Bureau.
- I am a TCFP Intermediate Investigator with IAAI (CFI) Certified Fire Investigator.
- I am a TCFP Advanced / Master Investigator with IAAI (FIT) Fire Investigation Technician.
- None of the above.

\* Required Question

