Harris County

Fire Marshal Sergeant County - Prevention

SALARY	$42.46 - $50.77 Hourly	**LOCATION**	Humble, TX
JOB TYPE	Regular Full-time	**JOB NUMBER**	17439
DEPARTMENT	Fire Marshal's Office	**OPENING DATE**	10/28/2026
CLOSING DATE	11/7/2026 11:59 PM Central		

Position Description

Job Description:
The Sergeant position is a critical frontline supervisory and operational leadership role within the Harris County Fire Marshal's Office (HCFMO) Prevention Bureau. Sergeants serve as the direct link between Captains and field personnel and are responsible for translating organizational goals, policies, procedures, and operational priorities into effective daily action. Through direct supervision, technical guidance, communication, mentoring, and accountability, Sergeants ensure assigned personnel perform their duties safely, professionally, and consistently while delivering high-quality fire and life-safety services to the residents and stakeholders of Harris County. Sergeants also play an essential role in identifying operational challenges, developing practical solutions, supporting personnel development, managing available resources, and ensuring the successful completion of assigned programs, projects, and objectives.

Job Summary:
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 strategic goals of the Agency, ensuring high-quality service delivery and operational efficiency.

Duties and Responsibilities:

- **Supervision and Leadership:**

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    - Provide direct supervision and leadership to team members or other personnel within the assigned branch or service, including training, evaluating, delegating, and disciplining.
    - Ensure daily activities align with HCFMO goals and objectives.
- **Operational Management:**
    - Lead and participate in assigned HCFMO operational assignments as necessary.
    - Manage and allocate resources efficiently to meet the demands of the unit.
- **Administrative Oversight:**
    - Oversee and manage the activities related to the Agency through effective resource management, deployment, and support in alignment with HCFMO policies, procedures, and strategic goals.
    - Assist in the development of policies, procedures, and standards.
- **Incident Management:**
    - Manage applicable HCFMO services at emergency incidents and assigned non-emergency events as needed.
    - Coordinate response teams, collaborate with other emergency services, and ensure the safety of personnel and the public.
- **Policy Implementation:**
    - Ensure the enforcement of Harris County and HCFMO policies, procedures, standards, and codes.
    - Review and implement HCFMO policies in collaboration with middle management.
- **Training and Development:**
    - Oversee the professional development of team members, providing training, mentorship, and feedback.
    - Ensure compliance with safety standards and relevant laws, standards, policies, and procedures.
- **Public Engagement:**
    - Work with community members, businesses, and stakeholders to educate and promote safe fire/life safety practices.
    - Address concerns and provide information to the public when required.
- **Performance Evaluation:**
    - Monitor and evaluate the performance of team members, providing recommendations for promotions, transfers, and disciplinary actions.

Other Duties:

- Perform other duties as assigned that align with HCFMO policies, procedures, and strategic vision.
- The duties listed above are not meant to limit the assignment of work, nor should they be construed as a complete list of the many duties normally performed or list all duties that may be performed temporarily outside an employee's normal line of work.

Harris County is an Equal Opportunity Employer

https://hrrm.harriscountytx.gov/Pages/EqualEmploymentOpportunityPlan.aspx

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

Requirements

Education, Training, and Experience:

- High School Diploma or G.E.D. equivalent from an accredited educational institution.
- Valid Texas Driver's License.
- TCFP Fire Inspector I and II.
- TCFP Plans Examiner must be obtained within 1 year of promotion

- NIMS ICS 100, 200, 700, and 800.
- No criminal history that would prevent commissioning or continued employment.
- Internal applicants require only (1) year of inspection duties experience at the HCFMO.
- External applicants only must possess two (2) years of active inspection qualifications.

Additional Application Requirements:

- All applicants selected to advance will be required to complete the TCOLE Personal History Statement and Background Investigation Authorization forms before moving forward. Candidates who possess a TCOLE Basic Peace Officer License or higher will be subject to additional position requirements.

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

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 Instructor.
- TCFP Fire Investigator.
- NIMS ICS 300, 400
- TCOLE Basic Peace Officer or higher.
- Incident Management Team Experience.
- Public Information Officer experience.
- Experience developing personnel through mentoring, coaching, or formal field training programs.

- Experience representing an agency before stakeholders, elected officials, public meetings, or professional organizations.
- Associate degree
- Bachelor's degree
- TCOLE if applicable: TCOLE Required Positions
    - At the time of appointment, be eligible to be commissioned by the Texas Commission on Law Enforcement (TCOLE) as a Peace Officer
    - Pass a TCOLE and general criminal background check to include L2, L3
    - Pass a TCOLE-certified weapons qualification.

General Information

All FMO personnel are expected to maintain high standards of excellence when representing the department in any county-related activity. No personnel shall act or behave, privately or in an official capacity, in such a manner as to bring discredit upon themselves or the Department. Personnel shall obey all federal, state, and local laws. Staff members are expected to conduct themselves as professionals.

Position Type and Typical Hours of Work:

- Regular Full-time
- 0800 - 1600 | Monday - Friday with on-call as required; weekends (if necessary)
    - The normal workweek is 40 hours; however, the job is subject to flex time, after-hours, night, holiday, and weekend work, possibly without prior notice.
    - Work requires assignments to be performed during normal administrative hours and may be requested to work overtime and weekends for special program events.

Salary:

- $42.46 - $50.77 Hourly
- Depends on Qualifications | Or subject to HCFMO LE PayScale if applicable.
- Based on 26 Pay Periods

Location:

- 2318 Atascocita Rd, Humble TX 77396

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.

Employer

Harris County

Address

1111 Fannin St
Ste. 600
Houston, Texas, 77002

Phone
713-274-5445

Website
https://www.governmentjobs.com/careers/harriscountytx

Fire Marshal Sergeant County - Prevention 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
- ◯ Master's Degree or higher
- ◯ None of the above

*QUESTION 2

Are you a current HCFMO employee? (To be considered, qualifying information MUST be documented in your application's employment history)

- ◯ Yes
- ◯ No

*QUESTION 3

Do you have one (1) year of inspection duties experience at the HCFMO? (To be considered, qualifying experience MUST be documented in your application's employment history)

- ◯ Yes
- ◯ No

*QUESTION 4

Do you possess two (2) years of active inspection qualifications? (To be considered, qualifying experience MUST be documented in your application's employment history)

- ◯ Yes
- ◯ No

*QUESTION 5

Do you possess a Texas Commission on Fire Protection (TCFP) Certification as a Fire Inspector I and II ? (Certification MUST be documented in the "Certificates and Licenses" section of your application to be considered.)

- ◯ Yes
- ◯ No

*QUESTION 6

Have you completed NIMS ICS courses 100, 200, 700, and 800?

- ◯ Yes
- ◯ No

*QUESTION 7

Do you have experience developing personnel through mentoring, coaching, or formal field training programs?

- ◯ Yes
- ◯ No

*QUESTION 8

Do you have experience representing an agency before stakeholders, elected officials, public meetings, or professional organizations?

- ◯ Yes
- ◯ No

*QUESTION 9

Which credentials, certifications, and/or experience do you have? Select all that apply.

- ◯ TCFP Instructor
- ◯ TCFP Fire Investigator
- ◯ TCOLE Basic Peace Officer or higher
- ◯ NIMS ICS 300, 400
- ◯ Incident Management Team Experience
- ◯ Public Information Officer experience
- ◯ N/A

*QUESTION 10

This role requires a Valid Driver's License (Texas upon hire) Do you have a Valid Driver's License?

- ◯ Yes, I have a Valid Texas Driver's License
- ◯ Yes, I have a Valid Driver's License but understand I must obtain a Valid Texas Driver's License prior to start date
- ◯ No, unable to obtain licensure

* Required Question