



Harris County Training Specialist - Full Time

SALARY	Depends on Qualifications	LOCATION	Humble, TX
JOB TYPE	Regular Full-time	JOB NUMBER	16156
DEPARTMENT	Fire Marshal's Office	OPENING DATE	01/27/2026
CLOSING DATE	2/7/2026 11:59 PM Central		

Position Description



HCFMO
Harris County Fire Marshal



The Training Specialist is a certified task-level position that is responsible for working within the Operations & Technical Services Bureau of the Harris County Fire Marshal's Office to plan, organize, develop, evaluate, and coordinate training internally within the Agency and externally with various partners. The Training Specialist may work from either office or field location, depending on work assignment.

Duties and Responsibilities:

- Functioning as a team member of the training division, ensure the daily operations of the training division facilities and equipment are maintained in accordance with recommended practices and kept in a state where they are ready to be used by any member of the training group or public entity.
- Be a Team Player, utilize the chain of command, and practice effective communication amongst all employees.
- Promote the Harris County Fire Marshal's Office and training division through active participation in organizations, associations, and meetings.
- Be a leader in directing HCFMO employees, providing guidance, training, and support as necessary.
- Provide an environment to teach, coach, and mentor all employees.
- Answer questions in a timely and professional manner.
- Maintain a high level of knowledge in current events, new techniques, and strategies in Fire Inspection, Fire Code Enforcement, Plan Examination, Fire Investigations, TCFP requirements, and other topics necessary to be considered a Subject Matter Expert.
- Develop and maintain relationships with neighboring jurisdictions and external organizations to enhance service delivery and customer service.
- Responsible for the development, implementation, and delivery of training (in-person and online).
- Coordinate amongst all Bureaus and groups of HCFMO on their training needs to include scheduling of classes and facilities, assisting in the scheduling of instructors, and ensuring that all logistical needs are met.
- Maintain a working knowledge of training compliance for both the Texas Commission on Fire Protection along with Texas Commission on Law Enforcement.

- Evaluate all training policies and procedures for the Agency, and assist in ensuring all training materials used by the Agency are compliant and updated.
- Assist with scheduling and coordinating training for both internal and external partners and stakeholders, including maintenance of training schedules and course registrations.
- Represent HCFMO and act as a liaison with other agencies for training.
- Assist in the management, development, and maintenance of training field props.
- Performs other duties as assigned by direct supervisor and/or HCFMO command staff and management.

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

Requirements

Education and Experience

- Associates Degree or 60 credit college hours **with**
- Five (5) years of relevant experience.

Licensure and Certification:

- At the date of hire, be eligible to possess a valid driver's license, State of Texas Class C.
- At the time of appointment, be eligible to be certified by the Texas Commission on Fire Protection ("TCFP") for the following: Structural Firefighter, Fire Inspector, Fire/Arson Investigator, and Instructor I.

Other Requirements:

- Must be advanced in technology, computer-based systems, and learning management systems.

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

- Bachelor's degree or above; and three (3) years' relevant experience.
- At the time of appointment, be eligible for the Texas Commission on Fire Protection (TCFP) in the following disciplines: Fire Instructor II.
- Proficient in technology, computer-based systems, and learning management systems.

- Previously trained in NIMS IS-100, IS-200, IS-300, IS-400, IS-700, and IS-800; Must be able to obtain IS-300 and IS-400 within one (1) year if not already possessed.
- Texas Commission on Law Enforcement (TCOLE) as a Basic Peace Officer and TCOLE Instructor.

General Information

Position Type and Typical Hours of Work:

- Regular Full-time
- Monday - Friday | 7:30 A.M. - 4:30 P.M.
 - 40 Hours per week.
 - May include nights, weekends, and holidays.

Salary:

- \$31.54 - \$37.77 Hourly
- Depending on Qualifications

Location:

- 2318 Atascocita, Humble, TX 77396

Other Position Details:

- Upon department approval, the Training Specialist position may include the role of a peace officer if the individual holds a valid TCOLE license.
- LE Salary: Depends on Department Approval and is based on Harris County and the Harris County Fire Marshal's Law Enforcement Salary Structure and Policy | The applicant may receive up to five (5) years of service credit for prior TCOLE-commissioned, full-time service as a regular Peace Officer with a recognized law enforcement agency; If there is a break in service of more than 180 days and up to five (5) years within the employee's verified experience, service credit will begin from the date the employee is commissioned as a Law Enforcement Officer with HCFMO.

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>

Training Specialist - Full Time 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 or 60 Credit Hours
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher
- ☐ None of the above

***QUESTION 2**

Do you have an Associates Degree or 60 credit college hours? (Qualifying information must be documented in the Education section of your application)

- ☐ Yes
- ☐ No

***QUESTION 3**

At the time of appointment, are you eligible to be certified by the Texas Commission on Fire Protection ("TCFP") for the following: 1. Structural Firefighter, 2. Fire Inspector, 3. Fire/Arson Investigator, and 4. Instructor I?

- ☐ Yes
- ☐ No

***QUESTION 4**

Which of the following best describes your verifiable years of relevant experience? (To be considered, qualifying experience must be documented in your application's employment history)

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

***QUESTION 5**

What is your level of proficiency in technology?

- ☐ Basic
- ☐ Intermediate
- ☐ Advanced
- ☐ Proficient

***QUESTION 6**

What computer based systems are you familiar with?

***QUESTION 7**

Are you advanced in learning management systems (LMS)? If so, please explain the LMS systems you've worked with.

***QUESTION 8**

This role requires a Valid Driver's License (State of Texas Class C 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, I'm not interested

* Required Question