



# Job Description

200 W. 2<sup>nd</sup> Street, Freeport, Texas 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\*

[www.freeport.tx.us](http://www.freeport.tx.us)

- POSITION TITLE:** Fire Marshal
- DEPARTMENT:** Fire/EMS
- DIVISION:** Fire Prevention **RANK:** Captain
- RATE CLASS:** Non-Exempt (Hourly pre FLSA & Texas Local Gov. Code)
- REPORTS TO:** Chief
- SHIFT:** 8AM to 5PM, M-F, Subject to on call status as necessary. (May be altered at the discretion of the City Manager or the Chief). This position is considered essential personnel in responding to natural or manmade disasters.
- EDUCATION:** High School diploma or GED, Texas Department of State Health Services certification as an ECA or higher (within one year of the date of hire), Texas Commission on Fire Protection structural firefighter, Texas Commission on Fire Protection certification to conduct fire safety inspection and arson investigations, valid Texas Driver License with a Class B endorsement . Any equivalent combination of education, training, and experience, which provides the requisite knowledge skills, and abilities for this job, maybe substituted for evaluation at the discretion of the City Manager or Fire Chief.
- JOB SUMMARY:** Under the direction of the Chief of the Department, will perform supervisory duties and direct the activities of the Freeport Fire & EMS Department and its personnel. Responsible to plan, organize, lead, manage, and/or direct a division(s) of the department, as assigned. These activities can include, but are not limited to: Fire Operations for fire suppression; Fire Marshal for fire prevention, inspection, and investigation; EMS Coordinator for emergency medical services; and/or Emergency Management Coordinator for citywide emergency management planning. Provides technical and professional advice and assistance to the Chief of the Department.

**Job Description:** Fire Marshal (Fire/EMS)

Page 2

**SPECIAL SKILLS:** Considerable knowledge of modern fire suppression, prevention, inspection, investigation, emergency medical services, and emergency management principles, procedures, techniques, and equipment, as required. Considerable knowledge of applicable laws, ordinances, procedures, and regulations. Skilled in the operation of job specific tools and equipment. Ability to train and supervise subordinate personnel, ability to perform work requiring good physical condition, ability to communicate effectively, ability to exercise sound judgment, ability to effectively give and receive instructions, ability to establish and maintain effective working relationships with others.

**DUTIES & RESPONSIBILITIES (Duties include but are not limited to):**

- Directly supervises the Lieutenant(s), Firefighters, Emergency Medical Technicians, and all others assigned
- May serve as the Incident Commander during emergency operations
- Directly and indirectly responsible for the supervision of employees and volunteer members
- Plans, coordinates, supervises, and evaluates fire, emergency medical, and emergency management operations
- Enforces policies and procedures for the department in order to implement directives from the Chief
- Plans and implements fire and emergency medical service programs for the city in order to better carry out the policies and goals including those set forward in the city affirmative action plan
- Attends local and regional meetings of a division specific nature
- May formulate or recommend programs or policies to alleviate department deficiencies
- Reviews specifications for new equipment
- Responds to alarms and directs activities as required
- Inspect buildings and other properties for fire hazards and enforces fire prevention ordinances
- May perform departmental in-service training and activities
- Controls the expenditure of departmental appropriations as as assigned
- Supervises the conduct and general behavior of personnel
- Prepares a variety of reports as necessary
- May directs department operations with respect to equipment, apparatus, and personnel, and supervises the implementation of such operations
- Supervises personnel and equipment in their duties and service as necessary
- May evaluates the need for and/or procure new equipment and supplies as necessary
- Meets with other public safety officials, community and business representatives, and/or the public on all aspects of division activities, as required or assigned
- May be assigned to perform the duties of Chief in their absence
- May be assigned to perform any and all duties of lower classifications as necessary

**Job Description:** Fire Marshal (Fire/EMS)

Page 3

**OTHER DUTIES:** This job description is intended to describe the general nature of work performed by the Fire Marshal and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, overtime may be required in times of necessity.

**PHYSICAL/MENTAL REQUIREMENTS:**

**Physical:** Must be able to pass a physical examination and drug screen. The general job duties include sedentary type office activities. Must also possess the ability to lift objects, bend, stoop, crawl, stand, and walk for extended periods of time for fire, medical and emergency management operations.

**Mental:** Emergency or non-traditional work hours will be necessary. Fire and EMS personnel are frequently exposed to inclement weather, stressful situations, combative and/or intoxicated patients, blood borne and airborne pathogens, and scenes of violent trauma or death. Must maintain the ability to work under pressure with numerous distractions while maintaining sound moral and ethical standards in the service of the public.

**RESERVE EQUIVALENT:** Volunteer Fire Marshal

All municipal employees (and volunteers) will be expected to display and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees are expected to be available for work, to report to work in a dependable and timely fashion, and to be mentally, emotionally, and physically fit and prepared to perform their assigned duties.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved by: Human Resources Department

Adopted: June 22, 2018