

## **LIBERTY COUNTY FIRE MARSHAL**

### **LIBERTY COUNTY JOB CLASSIFICATION**

TITLE: DEPUTY FIRE MARSHAL

LOCATION: LIBERTY COUNTY, TEXAS

POSTING DATE: 12/09/2025

CLOSING DATE: Until filled.

CONTACT PERSON: Miranda Hulvey, Human Resources

ADDRESS: 1901 Cos St., Liberty, Texas 77575

SALARY RANGE: Commensurate with experience

### **GENERAL DESCRIPTION:**

LIBERTY COUNTY is seeking full-time DEPUTY FIRE MARSHAL. A Deputy Fire Marshal is a certified task-level position that reports to the Fire Marshal and may work from either an office or field location, depending on work assignment. A county vehicle will be provided. The Deputy Fire Marshal is a certified position and is required to maintain certifications as described. Texas Commission on Fire Protection Arson Investigator AND Texas Commission on Law Enforcement (TCOLE) Peace Officer. Additional certification as a (TCFP) Fire Inspector (Inspector I & II and Plans Examiner) preferred. Non-compliance with or maintaining the necessary certifications could result in disciplinary measures, potentially leading to termination.

### **GENERAL EXPECTATIONS:**

The Deputy Fire Marshal is expected to maintain high standards of excellence when representing the Liberty County Fire Marshal's Office in any county-related activity. No person shall act or behave, privately or in an official capacity, in such a manner as to bring discredit upon themselves or the department. All personnel shall obey all federal, state and local laws.

### **Duties and Responsibilities:**

- **Conduct Investigations:**
  - Perform fire investigations and related assignments so that origin and cause is determined and case is followed through completion up to and including filing of criminal complaints and testifying.
  - Ensure quality, accuracy, and timely completion of assigned tasks, the complaints process, including program management in accordance with LCFMO policies and procedures
- **Enforcement Compliance:**
  - Investigate complaints so that complaint information is recorded, the complaint process is initiated, and the complaint is resolved, or forwarded to when required.
- **Position Type and Typical Hours of Work:**
  - Regular Full-time
  - Monday - Friday | 40-Hours per Week, with on call Nights, Weekends & Holidays

- **Documentation and Reporting:**
  - Perform administrative functions in accordance with policies and procedures, to include completing, reviewing, and maintaining records and reports; and developing summary data reports, as required.
- **Training and Development:**
  - Participate in training programs to enhance skills and maintain and/or pursue certifications in specific areas, such as project management, quality assurance, or technical specialties.

**Other Duties and Responsibilities:**

Perform as a member of an Incident Management Team during emergency or disaster situations.

- Maintain situational awareness of all LCFMO activities.
- Serve on committees, boards, or other teams as assigned by the Fire Marshal.
- Perform assigned tasks safely, and document and report initial accidents, injuries, or health exposures in accordance with accepted safety practices and LCFMO policy.

*\*This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.*

**Experience and Experience:**

- High School Diploma or G.E.D. equivalent from an accredited educational institution.
- Verifiable customer service experience.
- At the time of appointment, be a certified Basic (Intermediate preferred) peace officer with the Texas Commission on Law Enforcement.
- At the time of appointment, be a certified Basic (Intermediate preferred) Level Fire and Arson Investigator by the Texas Commission on Fire Protection.
- At least 5 years of one or a combination of law/fire/military experience.
- Employment is subject to a background check and drug test.

**Licensure:**

- At the date of hire, possess a valid license driver's license, State of Texas Class C.

**Knowledge, Skills, and Abilities:**

- Have a thorough knowledge of NFPA standards, codes, and laws for fire investigations and identification of fire and life safety hazards, including LGC. 352.016.
- Excellent observational and analytical skills.
- Effective written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency with computer applications and inspection tools.
- Knowledge of Incident Management, such as the National Incident Management System (NIMS), provide proof of completion of ICS 100, 200, 700, 800, and within one year 300, and 400.

**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.

**MISCELLANEOUS INFORMATION**

A resume, at least three references and a completed Liberty County Employment Application are required for consideration for the above position. Please include copies of any of the requisite certifications. All applications may be submitted to the Liberty County Human Resources Department located at 1901 Cos St., Liberty, Texas 77575.