

Kendall County Fire Marshal/Emergency Management Coordinator

Job Title: Fire Marshal/Emergency Management Coordinator

Kendall County is seeking qualified applicants to fill the position of Full-Time Fire Marshal/Emergency Management Coordinator.

The Kendall County Fire Marshal/Emergency Management Coordinator will be under the guidance of Kendall County Judge and Commissioners Court. This position will support the seven (7) Fire Departments in Kendall County. This position will also supervise the Full-time County Firefighters. The person selected for this position will be considered a non-exempt employee.

Responsibilities:

The position is to manage the day-to-day activities of Fire Marshal's Office and Office of Emergency Management; supervises and directs the activities of personnel assigned to these offices.

Duties:

1. Observe and follow safety rules and regulations including wearing safety apparel and devices during the course and scope of job-related duties.
2. Report for duty on time and able to perform all job tasks.
3. Observe and follow Kendall County Policies and Kendall County Fire Marshal Standard Operating Guidelines ("SOG's")
4. Coordinate and conduct investigations of fires and explosions, especially those of suspicious nature.
5. Coordinate and conduct criminal investigations into arson, insurance fraud and use of explosives or explosive devices.
6. Coordinate and enforce County adopted Fire Codes as per the adopted Kendall County Fire Code.
7. Develops, implements, coordinates, and directs County wide plans for response and mitigation to natural or man-made disaster.
8. Perform all duties related to Fire Marshal and Emergency Management Coordinator.
9. MUST maintain physical fitness to perform all duties.
10. Operate and drive emergency vehicles and equipment and may be required to ride in charge of fire apparatus in the absence of an Officer, or at other times as necessary and required by the Fire Chief or his designee.
11. Inspect equipment and supplies daily to ensure that all emergencies can be handled.
12. Attend and complete all training as required.
13. Assist with fire prevention, Home Safety Surveys and other customer service-based expectations as required by Kendall County.
14. Complete records of work performed and submit reports to the appropriate personnel.
15. Maintain regular required attendance and required certifications.
16. Report to work on time and prepared to perform daily tasks.
17. Report to work free from the effects of illegal drugs or alcohol, and reports to work free from impairment due to prescription drugs.
18. Attendance at work is an essential function of this position.
19. Additional duties as stated in job description.

Requirements/Qualifications:

1. Shall possess a current certification as a Basic Firefighter by the Texas Commission on Fire Protection ("TCFP"). (advanced or higher preferred)
2. Basic Police Officer Certification from the Texas Commission on Law Enforcement.
3. Shall possess a current Basic Arson Investigator certification by the Texas Commission of Fire Protection. (Advanced or higher preferred)

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4. Basic Fire Inspector/Plans Review certification from the Texas Commission of Fire Protection. (Intermediate or higher preferred)
5. Hold minimum current certification as an EMT-Basic by the Texas Department of State Health Services.
6. Ability to follow verbal and written instructions. Must be able to read, write and fluently speak English. Bilingual a plus.
7. Must have NIMS 100, 200, 300, 400, 700, 800 certifications.
8. Must have at least five years' experience with the duties of Fire Marshal's Office and Office of Emergency Management.
9. High School Diploma or GED (associate degree preferred).
10. Must be 18 years of age or older.
11. Must be a US Citizen by birth or naturalization or permanent resident.

Benefits:

Starting Wage: \$83, 429.47 to 99,705.94 depending on qualifications

Average Hours/Week: Forty (40) hour work week (hourly, non-exempt)

Insurance: Medical, Vision and Dental Covered 100% Employee, dependent coverage offered

Vacation Leave: earned rate of 3.08 hours per 40-hour week.

Holidays: 13 to 14 per calendar year as approved by Commissioners Court

Sick Leave: earned rate of 3.69 hours per 40-hr week

Retirement: Texas County and District Retirement System 7% Employee contribution, with 175% match, vesting 5 years.

Basic Life: Provided by Kendall County rounded to nearest thousandth of annual salary

EAP: Provided by Kendall County

Protective Clothing: Supplied by Kendall County

Uniforms: Supplied by Kendall County

Out of state applicants must be able to transfer their home state certifications to the State of Texas Commission for Fire Protection. The TCFP recognizes certification with an International Fire Service Accreditation Congress ("IFSAC") seal. For questions, please call the TCFP at (512) 936-3838 or certifications@tcfp.texas.gov. Out of state applicants must be able to transfer their home state Peace Officers training/certification to the Texas Commission on Law Enforcement. For questions, please call TCOLE at (512) 936-7700. Out of state applicants must be able to transfer their home state EMS training/certification to the State Department of Health Services. For questions, please call DSHS at (512) 834-6700 or emscert@dshs.texas.gov

This is an "at will" employment position, which may be terminated by the employee or employer at any time, for any or no reason, with or without notice, except as prohibited by law.

Equal Opportunity:

Kendall County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. Employees who need accommodation because of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.

Applications are to be submitted online at <https://www.co.kendall.tx.us/page/jobs.openings>. Please complete the application, attach your resume and all certifications. Applications will be accepted until the position is filled.