



# Victoria County, TX

## POSITION PROFILE

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<b>Position Title:</b>	County Fire Marshal	<b>Effective Date:</b>	May 2025
<b>Department:</b>	Fire Marshal	<b>Division:</b>	
<b>Accountable to:</b>	Commissioners Court	<b>Status:</b>	Exempt
<b>Salary</b>	\$58,014 – \$82,000* *Depending on Qualifications	<b>Grade</b>	General - 14

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### **Primary Objectives**

The County Fire Marshal oversees fire prevention, investigation, and enforcement in unincorporated areas of the county. Responsibilities include inspecting fire hazards, determining fire and explosion causes, enforcing state and county fire regulations, and coordinating with local volunteer fire departments. The role also includes providing quarterly training, preparing reports, and advising the Commissioners Court on fire-related matters.

### **Supervision Received**

Work involves setting policies and goals under the direction of the Commissioners Court.

### **Supervision Exercised**

Supervision is exercised over one employee.

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## **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Manage fire prevention and investigation services for unincorporated areas of the county, including inspections for fire hazards and post-incident cause determinations.
2. Serve as the chief enforcement officer for all applicable fire-related state laws and county regulations.
3. Develop, recommend, and administer fire prevention and investigation policies and procedures.
4. Coordinate with local volunteer fire departments and other firefighting and prevention entities within the county.
5. Organize and conduct quarterly training sessions on fire prevention, response mitigation, and investigation for local volunteer fire departments.
6. Assess and document damage caused by fires or explosions, including natural and criminal causes.
7. Provide regular reports, updates, and correspondence to the Commissioners Court and other county departments.
8. Perform all other duties as authorized by law in support of public safety and fire protection efforts.

## **MINIMUM QUALIFICATIONS**

- High School Diploma and considerable (3-5 years) experience required.
- Valid Texas driver's license.

- Possession of a Peace Officer License.
- Possession of Fire and Arson Investigator Certification.
- Possession of Fire Inspector Certification.
- Basic firefighting certification preferred.

**WORKING CONDITIONS**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit most of the time but may walk or stand for some periods of time.
- This is medium work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

<b>Physical Exertion (Pounds)</b>	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Often
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Occasionally
Noise Level	Quiet

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*