

## NOTICE OF EMPLOYMENT

Bandera County is accepting applications for a **FULL-TIME FIRE MARSHAL:**

Salary: \$52,000 with a generous benefits package

Duties include but not limited to: performing the duties of county Fire Marshal as pursuant to Local Government Code Chapter 352 Subchapter B 352.011-352.023. Serve on the Regional Emergency Preparedness Advisory Committee (REPAC) as an alternate.

- \* Perform statutory duties as determined by the State of Texas Legislature and Bandera County Commissioner's Court;
- \* Investigate fires for cause and origin. Determines whether a fire was the result of negligent or intentional conduct;
- \* Gathers evidence and information for arrest and conviction of suspect(s) of arson;
- \* Inspects facilities for compliance with fire safety codes;
- \* Enforces all state and county regulations that relate to fires, investigations of fires, explosion, or damages of any kind caused by fire or explosion;
- \* Maintain appropriate records in a neat, orderly, and professional manner;
- \* Administer "E-Dispatch" for fire and EMS;
- \* Perform regular scheduled minor maintenance & inspections at emergency radio tower locations for fire and EMS.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: (Included but not limited to)

- \* Knowledge of laws and statutes governing fire investigations;
- \* Knowledge of proper investigation procedures;
- \* Ability to communicate with others, both oral and written;
- \* Ability to maintain records;
- \* Ability to maintain effective working relationships with elected officials, department heads, volunteer fire departments, and the general public;

### PHYSICAL REQUIREMENTS: (Include but not limited to)

- \* Ability to lift 25lbs- 50lbs frequently and 50lbs-100lbs occasionally;
- \* Frequent standing, climbing, stooping, reaching, lifting, twisting, squatting, driving, and sitting;
- \* Work and drive in all types of weather conditions;
- \* Required traveling from site to site;
- \* Possibility of working in high places and close quarters;
- \* Possible exposure to weather, noise, dirt, dust, smoke, and other hazards;
- \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

### CERTIFICATES AND LICENSES REQUIRED:

- \* High School Diploma or GED equivalent;
- \* Valid Texas Driver's license with insurable driving record.

Applications and complete job description may be obtained at the Bandera County Human Resources office at 1207 Pecan St., and the Bandera County Courthouse between 9:00AM and 3:00PM. Also available on [www.BanderaCounty.org](http://www.BanderaCounty.org) under Human Resources tab, and may be returned to the Bandera County Human Resources office when completed. Applications will be accepted through Friday, October 12, 2021 at 3:00PM.

Bandera County is an Equal Opportunity Employer.