

Title: Fire Marshal/Emergency Management Coordinator

FLSA Status: Exempt

SAFETY STATUS: Non Safety Sensitive Position

BRIEF DESCRIPTION:

Serves as the City's Fire Marshal and Emergency Management Coordinator under the administrative direction of the City Manager. Performs the responsibilities of Fire Marshal as defined by the Texas Local Government Code. Supports mitigation, preparedness, response, and recovery activities; and coordinates all the components of the emergency management system in the City. Develops and maintains the emergency management plans and programs for the City. Must be able to respond to emergency situations during and after regular business hours, and on weekends and holidays. All other duties as assigned. Regular and reliable attendance is a necessary component of the job.

REPORTS TO:

This position reports to the City Manager.

SUPERVISES:

None

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Enforce the laws of the City of Hondo and the State of Texas pertaining to fire prevention and arson. Evaluate fire protection and detection systems and equipment, ensuring that they are compliant with the occupancy or hazard being protected. Analyze plans, specifications, calculations and construction documents for buildings, processes, operations, and fire protection and detection systems and equipment to ensure compliance with applicable codes and standards in city ordinances and procedures. Conduct fire investigations. Responsible for the day-to-day operation of the EOC, including during times of natural or man-made emergencies/disasters	60%
2	M	Develops and coordinates the City's Emergency Operations Plan to mitigate, prepare, respond and recover from natural or man-made emergencies/disasters. Coordinate and manages the	25%

		establishment of mutual aid or cooperative assistance agreements to provide needed services, equipment, or other resources in the event of an emergency. Establish and maintain a system to alert key public officials and warn the public in the event of an emergency, and establish an emergency public information system.
3	M	Assists with the administration of Cost Recovery Programs. 15% Performs other job-related duties as directed by the City Manager.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	At least three years of fire/public safety experience or a combination of applicable experience. Skill and education requirements may be substituted in lieu of specific education requirements.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Limited Direction: Within this job, the employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical

	application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Peace Officer Certification. Possess a Texas Commission on Fire Protection Fire Inspector, Plans Examiner and Fire Arson Investigator certificates. Valid Texas Driver's License

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-				
Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	observing work site, communicating with co-workers or public
Sitting	F	desk work, meetings, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	O	files, supplies, equipment
Carrying	F	files, supplies, equipment
Pushing/Pulling	O	files drawers, tables, chairs
Reaching	O	for supplies, for files
Handling	C	paperwork
Fine Dexterity	C	computer keyboard, calculator, telephone pad
Kneeling	O	filing in lower drawers, retrieving items from lower shelves or ground
Crouching	O	filing in lower drawers, retrieving items from lower shelves or ground
Crawling	R	under equipment, job site
Bending	C	filing in lower drawers, retrieving items from lower shelves, ground and or equipment.

Twisting	F	from computer to telephone
Climbing	R	ladders, step stool
Balancing	R	on ladders, on step stool, on equipment
Vision	C	driving, observing work site, reading, computer screen
Hearing	C	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, fax, calculator, computer and associated hardware and software.

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	O
Fire Hazards	O
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	W
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Protective Personal Equipment (Steel Boots, Hard Hat, Gloves, Reflective Vest, etc.)

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	O

(2) Office Environment, vehicle and outdoors

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee_____
Date_____
Job Title of Supervisor_____
Signature of Supervisor_____
Date_____
Job Title of Department Head_____
Signature of Department Head_____
Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.