



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Assistant Fire Marshal	<u>Effective Date:</u>	August 2025
<u>Department:</u>	Fire Marshal	<u>Division:</u>	
<u>Accountable to:</u>	Fire Marshal	<u>Status:</u>	Non - Exempt
<u>Salary</u>	\$54,730 – \$68,412* *Depending on Qualifications	<u>Grade</u>	Fire - 13

Primary Objectives

Victoria County is seeking a highly qualified and dedicated professional for the position of Assistant Fire Marshal. Under the direction of the Fire Marshal, this position is responsible for supporting fire prevention, life safety inspections, plan reviews, fire investigations, and enforcement of applicable codes and regulations. The role includes participation in an on-call rotation for fire investigations and working closely with local fire departments, law enforcement, and the public.

Supervision Received

This position, under the Fire Marshal's direction, supports fire prevention, inspections, plan reviews, investigations, and code enforcement.

Supervision Exercised

Limited in the absence of the Fire Marshal

PRIMARY DUTIES AND RESPONSIBILITIES

1. Conduct fire and life safety inspections in accordance with local, state, and national fire codes.
2. Review building and development plans for compliance with fire safety standards.
3. Investigate fires to determine origin and cause; prepare investigative reports and testify as needed.
4. Support public education and outreach efforts related to fire prevention and safety.
5. Maintain accurate and complete records of inspections, investigations, and enforcement actions.
6. Serve as acting Fire Marshal when designated.
7. Respond to emergency scenes and participate in fire investigation on-call rotations.

MINIMUM QUALIFICATIONS

- Valid Texas Driver's License
- TCFP Fire Inspector
- TCFP Fire Investigator
- TCFP Plans Examiner – Preferred
- TCFP Structural Firefighter – Preferred
- TCOLE Basic Peace Officer License

- At least 5 years of professional experience in public safety (fire service, law enforcement, or emergency management).

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.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Occasionally
100 or more	Occasionally

Environmental Exposures	
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.