



Title: FIRE MARSHAL

FLSA: Exempt

Department: Fire

Job Summary: Under direction of the Fire Chief, this position serves as a key member of the command staff, responsible for overseeing fire prevention, code enforcement, fire investigations, and public education programs. This position supports the Fire Chief in administrative, operational, and strategic functions while ensuring compliance with local, state, and national fire codes to protect life and property within the community.

Essential Job Functions:

- Administration & Leadership
 - Assist the Fire Chief with departmental planning, budgeting, and policy development.
 - Supervise personnel assigned to fire prevention and inspection divisions.
 - Develop standard operating procedures (SOPs) related to fire prevention and investigation.
 - Maintain records, reports, and compliance documentation.
 - Serve as Acting Fire Chief in the absence of the Fire Chief, as assigned.
- Fire Prevention & Code Enforcement
 - Enforce applicable fire codes, including the International Fire Code and adopted local ordinances.
 - Conduct inspections of commercial, multi-family, and public occupancy structures.
 - Review site development plans, building plans, and fire protection system designs.
 - Issue permits related to fire protection systems, hazardous materials, and special events.
 - Identify violations and ensure corrective actions are completed.
- Fire Investigation
 - Conduct origin and cause investigations for fires within the jurisdiction.
 - Collect evidence, document scenes, and coordinate with law enforcement when necessary.
 - Maintain investigation reports and testify in court as required.
 - Work in accordance with National Fire Protection Association standards, including NFPA 921.
- Public Education & Community Risk Reduction
 - Develop and implement fire prevention education programs for residents, schools, and businesses.

- Coordinate community outreach initiatives focused on fire safety, life safety, and emergency preparedness.
- Support grant initiatives and programs that improve community risk reduction.
- Emergency Response Support
 - Respond to emergency incidents as part of the command staff.
 - Assist with incident command, safety oversight, or operational support functions.
 - Participate in training and ensure personnel meet certification and compliance standards.
- Other
 - Performs other related duties as assigned
 - May perform duties of higher classification in an acting capacity, as needed

Knowledge of:

- City organization, operations, policies and procedures
- Applicable local, state and federal laws, regulations and guidelines
- Pre-hospital patient-care for advanced and basic life support
- Fire suppression, prevention, and investigation techniques and operations
- Use and operation of various firefighting equipment, apparatus, and medical equipment
- City's geography
- Streets and routes within the City of Lavon and surrounding areas to include the location of medical facilities to ensure expeditious response times

Skill in:

- Excellent communication, leadership, and organizational skills.
- Strong knowledge of fire codes, fire behavior, and building construction
- Ability to interpret plans, codes, and technical documents
- Effective leadership, communication, and interpersonal skills
- Strong report writing and documentation abilities
- Ability to manage multiple projects and enforce compliance diplomatically
- Public speaking and community engagement
- Thinking clearly and using independent judgment in routine and non-routine situations which may occur
- Lifesaving and firefighting techniques and methods
- Wearing assigned bunker gear and performing emergency scene duties effectively and efficiently
- Using appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing tasks in environments that may be immediately dangerous to life
- Maintaining uniforms and professional appearance
- Providing good customer service under normal and intense circumstances
- Exercising discretion in matters of a sensitive and confidential nature
- Establishing and maintaining effective working relationships with co-workers

Education/Training/Experience Requirements:

1. High school diploma or General Education Degree (GED)
2. Minimum of five (5) years' experience in fire prevention, inspection, and arson investigation
3. Certified Fire Inspector and Fire Investigator (TCFP/FF).
4. Certified Plans Examiner (Texas Commission on Fire Protection)

5. Strong knowledge of fire codes, building codes, and NFPA standards
6. Valid Texas Class C Driver's License and clean driving record.
7. NIMS certification 100, 200, 700, 800. NIMS certification 300 and 400 must be completed within one year of employment.
8. TCOLE Certified
9. Current EMT-B Certification or higher through Texas Department of State Health Services
10. Familiarity with community risk reduction strategies
11. Basic Structural Firefighting Certification issued by the Texas Commission on Fire Protection is required
12. A valid "Class B" CDL Texas driver's license

Physical Demands/Work Environment:

The employee must have the ability to lift, carry, push and/or pull greater than 100 pounds, and this position may require infrequent lifting of greater than 100 pounds. An employee in this position is exposed to extreme elements including extreme heat and/or cold, wet and/or humid conditions, noise level intensity, moving mechanical parts/hazards, dirt/dust, and odors. Continuous outdoor and indoor activity, frequent sitting, standing, walking, squatting, bending, twisting upper body, climbing, exposure to extreme heat, cold, noise, mechanical hazards, fume/odor hazards, toxic waste/material hazards, etiological agents, violent situations, and communicable diseases. Possibility of exposure to potentially hazardous chemicals, materials and inclement weather while in the field. Constant use of protective personnel equipment, including but not limited to: footwear, eyewear, and use of reflective clothing is required.

E.E.O.C. The City of Lavon does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.