



Assistant State Fire Marshal, Texas Department of Insurance, State Fire Marshal's Office

Salary Group: C08

Class Code: 9893

CLASS TITLE	CLASS CODE	SALARY GROUP
INVESTIGATOR, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9887	C03
SERGEANT, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9889	C04
LIEUTENANT, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9890	C05
CAPTAIN, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9891	C06
DEPUTY CHIEF INVESTIGATOR, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9892	C07
ASSISTANT STATE FIRE MARSHAL, TEXAS DEPARTMENT OF INSURANCE, STATE FIRE MARSHAL'S OFFICE	9893	C08

GENERAL DESCRIPTION

Performs administrative and managerial law enforcement work within the State Fire Marshal's Office. Work involves directing, guiding, and evaluating law enforcement staff, programs, and inspection operations. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Directs investigative, licensing, inspection, and outreach activities within the State Fire Marshal's Office.

Directs the supervision and management of investigators and inspectors within the State Fire Marshal's Office.

Oversees the monitoring and reviewing of investigations and inspections to ensure compliance with laws and standards.

Oversees and approves employment actions, including hiring, promotions, and disciplinary actions.

Oversees the training and development of staff.

Develops and implements strategies to accomplish the goals and objectives of the State Fire Marshal's Office.

Provides current and accurate information regarding legislative bills, statutes, regulations, policies, and procedures.

Represents the State Fire Marshal at meetings, hearings, trials, committees, panels, and conferences.

Assists in the preparation of the annual operating budget.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Satisfactory service and performance in the career progression position immediately preceding the position of Assistant State Fire Marshal. Graduation from an accredited four-year college or university with major coursework in criminal justice, fire safety, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Texas Penal Code, Texas Code of Criminal Procedure, National Fire Protection Association Fire Code and Life Safety Code, and other applicable statutes; and agency rules, policies, and procedures.
- Skill in mentoring and coaching staff; in researching and interpreting complex rules and regulations; in applying investigative techniques and procedures; and in the use of a computer and applicable software.
- Ability to use and care for firearms and intermediate impact (non-lethal) weapons; to operate law enforcement vehicles; to use physical tactics; to conduct investigations; to evaluate, analyze, and investigate allegations of wrongdoing; to prepare reports; to prepare criminal cases for prosecution; to supervise the work of others; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be certified as a Texas peace officer by the Texas Commission on Law Enforcement.

Must be certified as a fire/arson investigator by the Texas Commission on Fire Protection.

Must possess a valid driver's license.