



**JOB SPECIFICATION**  
**ASSISTANT FIRE MARSHALL**

Code 7343  
Grade FS 6

**General Purpose**

Under general supervision, command delegated resources and activities responsible for investigation of fires, inspection of buildings and property for fire hazards conditions, and compliance with pertinent ordinances and regulations.

**Typical Duties:**

Supervise fire investigators and related activities as assigned. Involves: responding to alarms of major fires or as assigned by supervisors; supervising, assigning or conducting investigations causes of fires, suspected cases of arson; providing support to fire prevention inspectors for Fire Prevention and Texas Insurance Code offenses that require arrest; arresting suspects, taking confessions and witness statements, preparing cases for prosecution and testifying in court as required; supervising and participating in juvenile fire setters program; maintaining weapons qualification records; analyzing fire causes through maintenance of a database.

Supervise fire inspectors and related activities as assigned. Involves: planning, supervising and coordinating residential Fire Prevention Inspection Program by conducting, assigning and coordinating inspections; investigating and advising on citizen's complaints of fire hazards, and issuing citations as required; issuing permits for installation of tanks and other facilities used to store flammable liquids, materials, gases, explosives or similar substances, and for blasting sites, public places occupant capacity and fire prevention systems; administering tests for blaster's license; reviewing plans and specifications of buildings and installation for compliance with fire ordinance and regulations.

Perform related duties as required. Involves; providing public education programs which includes giving fire prevention lectures and demonstrations at schools, civic organizations and news media; acting as liaison between local, state and federal agencies; enforcing safe working practices and procedures. maintaining records of the fire causes and losses; maintaining files and prepares reports; acting as Fire Marshal during his absence or as assigned; reviewing and evaluating work of assigned personnel.

**Knowledge, Skills, and Abilities**

- Application of considerable knowledge of principles, methods and practices of fire prevention and related ordinances and regulations
- Application of considerable principles and practices of current firefighting techniques.
- Application of considerable knowledge of departmental rules and regulations.
- Application of good knowledge of principles, methods and practices of fire investigation.
- Train, direct and command assigned personnel.
- Enforce fire prevention ordinances and regulations with firmness and impartiality.
- Handle arrested personnel.
- Conduct comprehensive investigations and make sound decisions.
- Express oneself clearly and concise both orally and in writing.
- Establish and maintain effective working relationships with fellow employees, officials and the general public.
- Perform duties requiring good physical condition.
- Maintain records and prepare reports.



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***Minimum Qualifications***

Education and Experience: Ten (10) years of firefighting and fire prevention experience with the El Paso Fire Department, including two and one half (2½) years as a Fire Captain (FS 5).

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state. Must be certified as both a Texas Fire Inspector and a Texas Fire Investigator in compliance with the Texas Commission on Fire Protection Standards of Education, and licensed as a Texas Peace Officer through completion of a Peace Officer training program and passing of the licensing examination in compliance with and administered by the Texas Commission on Law Enforcement Officer Standards and Education, as provided in Article 4413 (29aa), V.C.S., within eighteen (18) months of assignment.