MONTGOMERY COUNTY JOB POSTING NOTICE

APPLiCATIONS FOR THIS POSITION WILL BE ACCEPTED UNTiL THE POSITION HAS BEEN FILLED. MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Fire Marshal’s Office</th>
<th>JOB GRADE:</th>
<th>Step Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE:</td>
<td>Arson Investigator</td>
<td>BI-WEEKLY SALARY:</td>
<td>$2,644.80 - $3,441.60</td>
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<tr>
<td>LOCATION:</td>
<td>Fire Marshal’s Office (Conroe, TX)</td>
<td>CIViL SERVICE:</td>
<td>Yes</td>
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<tr>
<td>SHIFT HOURS:</td>
<td>Generally work 8 hours shifts on rotating schedule</td>
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<tr>
<td>SUBMIT APPLICATIONS:</td>
<td>Montgomery County Human Resources Department</td>
<td>ADDRESS:</td>
<td>501 N. Thompson, Ste. 400 Conroe, TX 77301</td>
</tr>
<tr>
<td>PHONE:</td>
<td>(936) 539 – 7886</td>
<td>FAX:</td>
<td>(936) 788-8396</td>
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<tr>
<td>E-MAIL:</td>
<td><a href="mailto:jobs@mctx.org">jobs@mctx.org</a></td>
<td>WEBSITE:</td>
<td><a href="http://www.mctx.org">www.mctx.org</a></td>
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<tr>
<td>OFFICE HOURS:</td>
<td>Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)</td>
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**Education, Experience and Skill Requirements**

- Must possess a High School Diploma or GED, college degree preferred
- Candidate must be certifiable at a minimum as a Basic Peace Officer with TCOLE
- Must be certified by the TCFP as a Basic Fire/Arson Investigator within 6 months of being hired
- TCFP Structural Firefighter Certification preferred
- TCFP Hazardous Materials Technician Certification preferred
- Professional Registration/Licenses: I.A.A.I, CFI , I.A.A.I FIT or N.A.F.I, CPEI, CVFI certification is preferred.
- Must possess a valid Texas Driver’s License and a clean driving record
- Candidate shall maintain and keep current all required certifications as required by the respective State certification agencies
- Demonstrate the ability to handle multiple tasks while maintaining accuracy, quality of detailed work and timeliness to meet deadlines as required
- Excellent reading, comprehension and writing skills with effective oral and written communication skills
- Comprehensive knowledge of Microsoft Office professional software and knowledge of databases used within fire service and law enforcement
- Bilingual communication skills highly desired (English/Spanish)
- Demonstrate exceptional interpersonal skills
- Must be physically able to perform moderate to heavy dragging or lifting
- Must be physically able to walk, stoop, bend and crawl while sometimes wearing SCBA and or other protective clothing
- Flexible work schedule to meet emergency response and project time lines
- Ability to work for long periods of time with little or no direct supervision
- Meet objectives with self-motivation and creative skills
- Think independently and work well in a fast paced environment
- Ability to develop strong working relationships with others and be an effective team member
- Handle sudden changing work conditions and assignments
- Working knowledge of government, association and industry sources for effective programs
- Have a working knowledge and experience of emergency service delivery, preferably with volunteer or combination agencies
- Ability to be able to travel out of town (10% of the times) with occasional overnight stays

**Primary Job Duties**

- The Investigator performs technical/scientific investigative work conducting and coordinating investigations into fire/explosions/explosives, weapons of mass destruction, hazardous materials incidents, environmental crimes, public nuisance, and other criminal violations of laws and regulations in the unincorporated areas of Montgomery County and within municipalities when requested
- Responds to and can assume command of major emergency response operations in the unincorporated areas of the county, through inter-local agreements and local government laws.
- Participate in local, regional and national arson task forces.
- May include conducting fire code inspections and seeking abatement of fire and life safety hazards in unincorporated Montgomery County.
- The investigator will also provide expert testimony during courtroom presentations for criminal and civil proceedings.
- This position is subject to 24 hour call out, and continuous duty assignment during times of natural disaster, hazards or civil unrest
- Respond to request, complaints and or in support of other government agencies.
- Any other duties as assigned by the Fire Marshall’s management

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = $20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = $22.50, responsibility of applicant) before becoming an employee of Montgomery County.

<table>
<thead>
<tr>
<th>Position No:</th>
<th>5433-6400-3</th>
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<tbody>
<tr>
<td>Requisition No:</td>
<td>3304</td>
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<tr>
<td>Date Posted:</td>
<td>09-20-2023</td>
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<tr>
<td>Equal Employment Opportunity Employer</td>
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