



# Village Fire Department

## Deputy Fire Marshal

### Pay & Benefits:

- Starting Salary Range \$97,502-\$104,199
- Top Out: \$120,937
- Department issued vehicle (take-home)
- Medical, Dental, & Vision Insurance – Employee covered at 100%, dependent(s) covered at 75%
- \$50,000 department-paid Life/AD&D policy
- Department-paid Long-Term Disability (LTD) policy
- TMRS retirement – 7% employee contribution, 2 to 1 department match
- Nationwide 457(b) – annual employer contribution 4% of base pay after 1 year service requirement
- Longevity paid at \$4.00 per month, per year of service
- Annual paid time off: 48 hours sick, 90 hours vacation (7.5hr accrued monthly), 10 holidays (8hr each)
- Social security
- Optional: deferred compensation retirement, AFLAC policies, and pre-paid legal services

**Job Title:** Deputy Fire Marshal

**Department:** Fire Marshal's Office

**Reports To:** Fire Chief/Fire Marshal

**Application Deadline:** Open until filled

**Employment Type:** Full-Time

### Position Overview

The Village Fire Department is seeking a dedicated and experienced **Deputy Fire Marshal** to join our leadership team. This critical role supports the Fire Marshal in overseeing fire prevention, code enforcement, fire investigations, fire inspections, and public education programs. The ideal candidate will bring strong leadership, technical expertise, and a passion for community safety.

### Key Responsibilities

- Assist in planning, organizing, and directing fire prevention and investigation activities.
- Conduct fire inspections, code enforcement, and plan reviews for new construction and renovations.
- Lead and/or support fire origin and cause investigations.
- Develop and deliver public fire safety education programs.
- Collaborate with local, state, and federal agencies on fire safety initiatives.
- Maintain accurate records and prepare detailed reports.
- Represent the Fire Marshal's Office at public meetings and community events.
- Develop and maintain budget for Fire Marshal's Office
- Support the operations of the Emergency Management and Emergency Operations staff, subject to 24-hour recall
- Performs other such duties as prescribed by the Fire Marshal/Fire Chief

**Required Qualifications**

- Associates degree in Fire Science, Public Administration, or related field. (Bachelor's degree preferred)
- Minimum of 5 years of experience in fire prevention, inspection, or investigation.
- Certified Fire Inspector and Fire Investigator (Texas Commission on Fire Protection or equivalent).
- Certified Plans Examiner (Texas Commission on Fire Protection)
- Strong knowledge of fire codes, building codes, and NFPA standards
- Excellent communication, leadership, and organizational skills.
- Valid Texas Class C driver's license and clean driving record.
- NIMS certification 100, 200, 700, 800. NIMS certification 300 and 400 must be completed within one year of employment.

**Preferred Qualifications**

- TCOLE Certified (Higher salary range for certification)
- NFPA 13D Residential sprinkler experience
- Current EMT-B Certification or higher through Texas Department of Health
- Familiarity with local government operations and community risk reduction strategies.

**Knowledge/Skills**

- Knowledge of principles, methods and practices of modern fire science and fire prevention technology; the International Fire Code; applicable local, state and federal fire codes, ordinances and regulations; characteristics and behaviors of fires; fire protection systems and building construction; National Fire Protection Association (NFPA) fire protection design standards.
- Knowledge of the principles, practices, methods, and the ability to write reports, plans, policies and procedures, training materials and correspondence.
- Knowledge of the principles, practices, methods, and techniques of Emergency Management.
- Proven effective verbal and written communication.
- Proven strong time management skills and efficient use of resources.
- Proficient in using work aids such as personal computers, calculators, telephones, tools and equipment used by a Deputy Fire Marshal.
- Ability to establish and maintain effective working relationships and utilize interpersonal skills necessary to engage with diverse in stressful situations.
- Proven ability to actively listen and demonstrate competence and engagement with the public, citizens, and colleagues.

# Village Fire Department Employment Application



## **Dear Applicant,**

Thank you for your interest in employment with the Village Fire Department.

We have prepared the following information to assist you in the application process. Continuation in this process is contingent upon successful completion of all required information and documents. It is your responsibility to provide copies and other documents required.

Applications are accepted by email, mail, or in person Monday through Friday 8am to 3pm.



# Village Fire Department

## Required Documents

### Required Documents

The following documents must be submitted for consideration. You are responsible for assuring that the copies are legible for review and that all certificates are current. Attach all copies of the required documents to your application submittal. If all required copies of documents are not attached, the application will not be processed. **You are responsible for your own copies.**

1. **Application** - Completely fill out the application. Do not leave any blanks. Use full names, addresses, zip codes, and telephone numbers. An incomplete application may slow down or terminate the application process.
2. **Valid Texas Driver's License**
3. **Social Security Card**
4. **Birth Certificate or Valid Passport**
5. **High School Diploma or GED**
6. **College Diploma, if applicable**
7. **Certification(s) related to the position, if applicable**

Applications are accepted by email, mail, or in person Monday through Friday 8am to 3pm.

#### **Application can be mailed to:**

Village Fire Department  
Human Resources  
901 Corbindale Road  
Houston, TX 77024

#### **Contact Information**

☎ 713-468-7941  
📠 713-468-5039  
✉ [careers@villagefire.org](mailto:careers@villagefire.org)  
🌐 [www.villagefire.org](http://www.villagefire.org)



# Village Fire Department

## Instructions for Completing the Application

- Please TYPE or PRINT in INK
- **All information** requested **must be completed** on the application. Incomplete or illegible applications will not be processed.
- This application form and its attachments are the official property of the VFD and will not be returned, reused, or copied for you after being submitted. You should retain a copy of this application for future use or reference.
- If more space is needed to give full answers or explanations, attach additional sheets referencing the item number, your name, and the job title applied for.
- Only United States citizens or aliens who are legally entitled to work in the United States are eligible for employment.
- Village Fire Department is an equal opportunity employer.
- If you require accommodation during the application/interview process, please call Human Resources at 713-468-7941.
- Please make sure you meet the minimum qualifications and the application deadlines (if applicable).
- Applications are accepted by email, mail, or in person Monday through Friday 8am to 3pm.

### Application can be mailed to:

Village Fire Department  
Human Resources  
901 Corbindale Road  
Houston, TX 77024

### Contact Information

☎ 713-468-7941  
📠 713-468-5039  
✉ [careers@villagefire.org](mailto:careers@villagefire.org)  
🌐 [www.villagefire.org](http://www.villagefire.org)

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: **Deputy Fire Marshal**

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES ☐ NO ☐

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

## Disclaimer and Signature

**Drug-Free Environment:** The Village Fire Department is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalists for all job openings will be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled substances. Failure of the drug alcohol screen will result in denial of employment.

**Falsification of Information:** I hereby certify that all statements made on this application and attachments are true and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentation, or omission made by me on this application or subsequent interview(s) could cause me to be ineligible for employment or terminated from employment., Further, I understand that I am required to abide by all rules and regulations of the Village Fire Department.

**Verification of Information:** I authorize the Village Fire Department and its agents to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested. I understand that employment processing may include a criminal background check, drug screening, and/or review of the driving record. I hereby release the Village Fire Department and its agents from all liability in making any investigation and inquiry relative to the information contained in the application form.

I understand that nothing in this application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in the nature of a contract. I agree to submit to medical examination and drug screening if required.

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The City will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

☐ I have read and agree to the above statements

Signature: \_\_\_\_\_ Date: \_\_\_\_\_