



Fire Chief

DIRECT SUPERVISOR: City Manager

COMPENSATION: \$85,000 - \$96,000 – FSLA Exempt Positions

APPLICATION PROCEDURES: Interested individuals should complete an application

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes and directs the activities of the Fire Department, providing fire prevention, fire suppression, and emergency medical services.
- Serves as the Town's Emergency Management Coordinator and maintains the Town's Emergency Management Plan.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area.
- Oversees the hiring, supervision, training, evaluation, and discipline of all department employees.
- Monitors the departmental budget throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies.
- Represents the Fire Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Participates, when necessary, on a variety of boards, commissions, and committees; serves as the Town's representatives to committees and community organizations concerned with improvements in fire prevention, fire suppression, emergency medical services, and disaster preparedness.
- Responds to and may command emergency incidents.

OTHER DUTIES AND RESPONSIBILITIES

- Keeps the City Manager informed of Departmental operations and developments that he/she will need to know to effectively coordinate the management of the Town.
- Coordinates and supervises emergency management operations during natural or man-made emergencies and disasters.

- Coordinates and ensures that all first responders receive and maintain National Emergency Management System (NIMS) training.

MINIMUM TRAINING AND EXPERIENCE

- An associate degree in Fire Science or related field (bachelor's degree preferable); and ten years progressively responsible experience in firefighting, fire suppression and fire administration.
- Certification from the Texas Commission on Fire Protection as an Advanced Firefighter.
- Certification as an Emergency Medical Technician Intermediate, with Paramedic level preferred.
- National Incident Management System (NIMS) Certifications at the 100, 200, 300, 400, 700, and 800 within the first year.

PERFORMANCE APTITUDES

- This position requires extensive knowledge of and experience with the principles, procedures, equipment and apparatus used in fire suppression; extensive knowledge of laws, ordinances, rules and regulations pertaining to the operation of a fire department; considerable knowledge of the principles of building construction; and the human relations skills necessary to deal effectively with personnel and the public
- Ability to use good judgment in all situations; respond to requests and inquiries from the general public; establish and maintain cooperative working relationships with those contacted in the course of work; select, train, supervise and evaluate staff; delegate authority and responsibility; communicate clearly and concisely, both orally and in writing; interpret and explain town and department policies and procedures; plan, organize and manage time effectively; evaluate training needs for individuals; resolve a variety of situations characterized by conflict or danger; recommend and administer goals, objectives and procedures for providing effective and efficient law enforcement services; interpret and apply federal, state and local policies, procedures, laws and regulations; work extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties; pass a medical physical, psychological, and polygraph examinations; meet the Town's driving standards.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 200 pounds or more).

Sensory Requirements: Tasks require the ability to perceive and discriminate colors or shades of colors. Tasks require the ability to perceive and discriminate sounds. Tasks require the ability to perceive and discriminate depths. Tasks require visual perception and discrimination. Tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, fumes, smoke, toxic agents, temperature and noise extremes, traffic hazards, disease, violence, and/or pathogenic substances.

APPLY TO:

Matt Fielder
City Manager
1614 S. Bowen Road
Pantego, Texas 76013
(817) 617-3700
mfielder@townofpantego.com