



Fire Chief

EEO CATEGORY: Officials / Administrators
POSITION REPORTS TO: City Manager

FLSA: Exempt
SALARY RANGE: \$73,119 – 110,373

SUMMARY

Under general direction of the City Manager the Fire Chief must be dedicated to the stewardship of public safety through fire suppression, fire prevention, fire investigation, and emergency medical and rescue response. This person performs a variety of technical, administrative and supervisory work in planning, organizing directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and that there are a variety of housing options available that would allow for immediate presence and response in exigent circumstances; and related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the Shavano Park Fire Department (SPFD) through effective planning, staff management, and effective fiscal management; provides leadership, direction and guidance to achieve the SPFD goal of preventing and minimizing the loss of life and property in the City by establishing control over fires, medical emergencies, and the consequences of natural and manmade disasters.
- Manages SPFD operations, including firefighting, rescue, and emergency medical services; manages a variety of technical functions for the City, including fire investigation, building inspection, code compliance, radio and emergency communications.
- Assures that emergency response personnel are ready and prepared for duty, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned.
- Directs the activities of the SPFD firefighters; plans, prioritizes and assigns tasks and projects; instructs and trains staff, monitors work, develops staff skills, motivates and evaluates staff and technical performance; analyzes workload trends and implements staffing and assignment adjustments.
- Assures the operational readiness of all fire equipment, vehicles, and personnel; meets regularly with staff to discuss and resolve priorities, technical issues, quality standards, and emergency services issues.
- Coordinates all City emergency and non-emergency responses; takes command of critical incidents, and major emergency and accident scenes; reviews and approves operational and investigative reports.
- Communicates SPFD directives and changes in protocols; maintains discipline, and assures compliance to SPFD policies and procedures, and state and Federal laws, regulations and mandates.
- Implements plans to meet City goals and directives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of programs and projects, communicates status of projects and organizational issues, and assures the efficient delivery of high-quality emergency services.
- Manages the SPFD budget; reviews and approves expenditures, payroll, procurement, and contracts.
- Directs coordination with Federal, state and local law enforcement organizations, City departments, outside organizations, and emergency services agencies; manages community relations issues.
- Continuously updates knowledge of City geography, traffic patterns, streets, impediments, and hazards, to assure that emergency service activities are accomplished in a fast, effective and safe manner.
- Supports the relationship between the City of Shavano Park and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.

- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Serves as the City's Fire Marshall and in this capacity reviews commercial plans for new and existing projects and conducts fire inspections as required.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's Degree in Fire Science, Public or Business Administration; AND seven years of Fire Department operations management experience; OR an equivalent combination of education, training and experience

Knowledge of:

- City organization, operations, policies and procedures.
- Fire Department General Orders, Code of Conduct, policies and procedures.
- Duties, powers, authorities and limitations of a municipal Fire Chief.
- National, State and City laws, regulations, practices and procedures governing emergency services.
- Modern emergency services management principles and practices for efficient and effective management of operational resources, including deployment strategies and reactive tactics.
- Techniques and practices for effective and efficient management of Department resources, including personnel administration, labor law, accounting and budgeting.
- Methods, practices and procedures for fire prevention, fire suppression, hazardous material responses, emergency medical services, rescue operations, and fire investigations.
- City geography, traffic patterns, and the location of all streets, landmarks and buildings.
- Plans review of commercial buildings.

Skill in:

- Assuming command level responsibilities, and making appropriate decisions.
- Evaluating emergency scenes, making risk assessment decisions, and quickly developing priorities and mitigation plans for deployment of staff at emergency scenes.
- Recognizing the construction, contents and occupancy of buildings in order to identify fire prevention requirements, and apply emergency fire suppression and rescue techniques.
- Investigating fire scenes and suspicious incidents, recognizing causes of crime, documenting crime scene details, and collecting and preserving evidence.
- Working as a team member with other emergency services agencies.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with City employees, elected officials, community groups, advocates, and representatives from other local, state and Federal agencies.
- Communicating effectively verbally and in writing.
- Operating a personal computer utilizing a variety of business software.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Texas State Commercial Driver's License is required. Certification for Advanced Firefighter, Fire Inspector (or must obtain within 2 years), Fire Services Instructor II (or must obtain within 2 years), and Arson Investigator (or must obtain within 2 years), from Texas Commission on Fire Protection (TCFP) is required; certification for Paramedic from Texas Department of State Health Services (DSHS) is required; Basic Peace Officer License and Certification from Texas Commission on Law Enforcement Officers Standards and Education (TCOLE) is also required. Additional technical training and certifications may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment, and in the field to lead on-scene response to emergency situations. Work requires wearing of Self-Contained Breathing Apparatus for extended periods of time, and climbing, lifting, carrying and transporting equipment and individuals weighing up to 200 pounds. Functional vision and hearing to differentiate sounds (voice, horn) is required. Work may involve exposure to extreme weather conditions, extreme heat, unstable structures, hazardous materials, emergency situations, body fluids, infectious diseases and pathogens.