

## CITY OF BROWNWOOD - JOB DESCRIPTION

**Job Assignment:** FIRE CHIEF/EMERGENCY MANAGEMENT COORD.  
**Job Number:** 07-0860  
**Department:** 07-Fire & 29-Emergency Management  
**Pay:** \$75,000/yr. to \$85,000/yr. D.O.Q., Salaried/Exempt  
**Title of Immediate Supervisor:** City Manager

### GENERAL DESCRIPTION:

The position is appointed by and reports to the City Manager. Plans, directs, and coordinates activities of the Fire Department, including fire prevention and suppression, first responder services, emergency management, and hazardous material mitigation by performing the following duties personally or through subordinate supervisors. Coordinates and manages the emergency preparedness program. Updates and maintains the emergency preparedness and response as per the Emergency Operations Plan (EOP). Ensures the establishment and maintenance of the Emergency Operations Center (EOC). Applies for grants. The person in this position is required to reside within the City Limits of the City of Brownwood and must do so within 6 months of hire.

### EXAMPLES OF SPECIFIC WORK PERFORMED:

- 1) Develops, plans, and implements fire department goals, objectives, rules, regulations, and work methods that comply with federal, state, and local laws and in response to assessment of community needs;
- 2) Establishes, within policy guidelines, appropriate service and staffing levels; 3) Coordinates, administers, and monitors fire and emergency response activities, personnel, and programs; 4) Provides consultation and staff assistance to city manager and other governmental officials; 5) Supervises and participates in the development and administration of the fire department budget; 6) Directs the selection, supervision, training, development, and discipline of department personnel; 7) Evaluates fire prevention and fire control policies by keeping abreast of new methods and conducting studies of departmental operations; 8) Assumes personal command at major fires and rescues; 9) Coordinates mutual fire protection plans, emergency responses, and other department activities with surrounding jurisdictions, other departments, and organizations; 10) Confers with officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to encourage fire prevention; 11) Makes final interpretation of fire and building regulations, ordinances, codes, and applicable laws to ensure compliance and consistency; 12) Coordinates and prepares a variety of plans, reports, presentations, and records; 13) Participates in employee relations activities related to the fire department, including providing advice and assistance for management negotiations; 14) Develops and implements public education activities; 15) Responds in emergency situations; 16) Tracks required NIMS Training for designated city employees; 17) Plans, coordinates supervises and evaluates Emergency Management Operations preparedness, response, mitigation, and recovery. Manages assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; reviews progress and directs changes as needed; 18) Establishes policies and procedures for Emergency Management. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies (local, state, or federal) as needed; 19) Plans and implements Emergency Management programs for the city in order to better carry out the policies and goals of the city; reviews departmental performance and effectiveness; formulates programs or polices to alleviate deficiencies. Make presentations to supervisors, city council, boards, commissions, civic groups and the general public; 20) Coordinates the preparation and presentation of an annual budget for Emergency Management Operations; assists in the implementation of the department's budget; plans for and reviews specification for new or replaced equipment. Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time; 21) Assists with research, preparation, and submits grant applications for private, state and federal funding for applicable projects; 22) Activates and coordinates the Emergency Operations Center activities during a disaster or emergency event; 23) Consults with local, state, and federal officials on policy, regulations, and legislation, and ensuring adherence to state and federal statutes, regulations, and guidelines, and prepares reports and memorandums as needed.

**POSITIONS SUPERVISED:**

Manages four subordinate supervisors who supervise a total of 33 employees in the Fire Department and Fire Marshall's Office. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**WORKING CONDITIONS:**

Indoors and outdoors; both pleasant and unpleasant working conditions. Under pressure to stay alert and act and react in emergency situations, to respond to emergencies in a safe, efficient manner. Exposure to adverse weather, severe heat and cold. Level of physical activity is heavy in firefighting; handling hoses with water pressure, washing and hanging of hoses, salvage and overhaul, etc. Hazards of the job include climbing fire ladders to various heights and working from ladders, exposure to severe heat, smoke inhalation, various chemicals and poisonous gases, falls, falling debris, hazardous materials and various other dangers. Sometimes necessary to render first aid to victims; assist in rescue operations of persons trapped in vehicles, and perform other rescue operations of persons or animals as required by the general public. May be required to lift 50 to 75 pounds on a regular basis; may be required to push, pull or drag 170 pounds on rare occasions, and in emergencies these limits may be exceeded. There is possible exposure to germs and infectious diseases through clients receiving medical services.

**CONTACT WITH OTHERS:**

Frequent contact with other employees and clients, the general public, City, County and State officials in person and by telephone.

**EDUCATION AND EXPERIENCE:**

High school diploma or G.E.D. required and Associate's Degree in fire science required. Bachelor's degree in fire science, emergency management or related field preferred. Minimum of ten years of related experience, including two years in a fire department management position; or equivalent combination of education and experience. Service and education required for Advanced Certification from the Texas Commission on Fire Protection Personnel Standards and Education, Master Certification preferred. Head of Department Suppression preferred or able to obtain within one year, and at least two years' experience in Emergency Management. Must have or acquire knowledge of Chapter 143, Local Government Code, and Municipal Civil Service law.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the Incident Command System, firefighting methods, equipment, training and fire prevention; knowledge of and efficient in completing required reports for the Fire Department; knowledge of the practices of the department and laws and ordinances pertaining to fire prevention, and laws pertaining to Civil Service Fire employees; knowledge of the geography of the city, location of water mains and fire hydrants; must have the skill to operate all fire department equipment, and the ability to supervise and train other fire personnel; ability to establish and maintain favorable relationships with property owners, managers and the general public, to persuade them to eliminate fire hazards and to explain the methods of fire prevention and protection; must perform all or part of the duties of the Assistant Fire Chief during his absence from the department. Thorough knowledge of all phases of Emergency Management, preparedness, response, mitigation, and recovery.

**REQUIRED LICENSES AND CERTIFICATES:**

Must have Advanced Structure Fire Protection Personnel Certification from the Texas Commission on Fire Protection; Fire Officer II required, Fire Officer III preferred. Fire Instructor II required. Basic EMT required, Advanced EMT or Paramedic preferred. Must receive within one year of employment Head of a Suppression Fire Department certification from the Texas Commission on Fire Protection; Must hold valid class "A" or "B" Texas driver license; Must complete IS-100 NIMS, ICS-200 NIMS, ICS-300 NIMS, ICS-400 NIMS, IS-700 NIMS, AND IS-800 NIMS courses within probationary period.

**CONTACT INFORMATION:**

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Applications may be found at <http://www.brownwoodtexas.gov/Jobs.aspx> or

At City Hall  
501 Center Avenue  
Brownwood, TX 76801