



City of South Padre Island Job Postings

- **Fire Chief: (Full-Time)**

Full-time Exempt Position

Salary Range: \$75k - \$95k, DOQ

7%, 2:1 matching TMRS with competitive benefit package

South Padre Island operates as a Home Rule City and is directly supervised by the City Manager. The Fire Chief position is an Emergency Essential staff member and an important component of the city's Leadership Team. Because the city is a desirable tourist vacation area, the city's population varies. Our daily population in the summer is typically around 10,000 to 15,000 over the base residential number. The city has a very active convention and visitor bureau that promotes many concerts and special events annually which also adds to the population. Additionally, during some of our city's signature events like spring break and/or bike rallies, we can see the population rise to 50,000.

South Padre Island Fire/EMS Department consist of 24-fulltime firefighters/EMS and one clerical member. Additionally there are around 15-20 beach patrol/life guards employed during summer and or part-time staff members of the fire department. In 2011 the city's new fire station was opened. It's a magnificent \$3.8 million structure with many amenities. The city's fire suppression apparatuses consist of modernized equipment. Additionally, the City's two way communication is project 25-certified. The non-exempt firefighters are divided into 3-shifts, A, B, and C, working 24-hours every 3rd day. Each shift has a Captain and a Lieutenant. All firefighters are also EMT's, many of which or at the paramedic level.

ESSENTIAL FUNCTIONS (Not all inclusive):

Plans, organizes, directs and coordinates professional, technical, and clerical staff within the fire, emergency medical, and beach patrol (life guards) divisions. Responds to emergency incidents and assumes direct command of large scale operations. Develops recommendations and implements decisions regarding operational policies, expenditures, plans, and other administrative matters; assist with preparing and administering the department's budget. Also assist with developing and implementation of department policies, procedures, goals, and objectives. Enforces state, county, and city codes related to fire/EMS. Oversees Emergency Medical Services for quality assurance, medical control, and regulation compliance. Conducts staff meetings and attends various community and municipal meetings as Fire Department representative. Monitors expenditures for adherence to goals and objectives. Reviews and approves all department payrolls. Assists with providing presentations to municipal and civic groups. Administers department apparatus and equipment inspection program to ensure operational readiness. Administers records maintenance functions in accordance with rules, regulations, and effective records management procedures.

Fire Chief Position continued...

MINIMUM QUALIFICATIONS and LICENSE REQUIREMENTS:

◆ Bachelor's degree required with educational training emphasis in Fire Science, Public Administration, or Organizational Management. (Master's degree preferred)

- ◆ Basic Fire Fighter Level I (Level II preferred)
- ◆ EMT-B or higher (Paramedic preferred)
- ◆ Ten (10) or more year's previous experience working in a firefighting and EMS emergency service district with five (5) or more years in a managerial capacity as a Chief, Deputy Chief or Assistant Chief with a city in similar size or larger.
- ◆ Must meet suppression standards set by the Texas Commission on Fire Protection.
- ◆ Must possess or obtain a Texas driver's license within 3-months of employment.
- ◆ Must have the required NIMS ICS required certificates.
- ◆ This Fire Chief is required to live on South Padre Island as per policy.

Please refer to the position description for complete job details and requirements.

The deadline to submit an application for this position is November 29th, 2016 at 10:00am CST.

To apply for a City of South Padre Island available position you must submit a completed application form by mail, fax or email to:

The City of South Padre Island
Attn: Human Resources
4601 Padre Blvd.
South Padre Island, TX 78597
Fax: (956) 761-3888

City application forms are available on the City's website at www.MySPI.org, located in the front lobby of City Hall, or requested by phone at (956) 761-6456.

External and City employees interested in employment with the City are required to submit a South Padre Island application form to the Human Resources Division during the specified job posting period. A separate application form must be completed for each position in which the individual is interested. A resume may be attached as supplemental information. Incomplete applications will not be considered for employment.

An applicant for employment is an individual who fully completes an employment application for a position that is currently open and who meets the qualifications of the position.

- An applicant must apply for a specific job on the City's current vacant job list. The City will not accept applications for anything other than a current open, posted position.
- An applicant must submit a separate application and attachments for each position for which they are applying.
- All materials submitted for consideration will be considered the property of the City of South Padre Island and cannot be returned.

The City will reject incomplete applications, unsolicited resumes for non-posted positions and "any position" applications.

The City of South Padre Island is an Equal Opportunity Employer. The City strives to comply with state and federal laws regarding discrimination based on race, creed, color, sex, religion, national origin, age, disability, veteran status or political affiliation. In addition, the City of South Padre Island complies with all other state and federal laws prohibiting discrimination in those areas where such laws apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

An employee or applicant for employment who perceives that he/she has been treated discriminatorily on the grounds of race, color, religion, sex, age, national origin, disability, or veteran status should consult with or file a complaint with the Administrative Services Director at (956) 761-6456.



Position Description

Position Title:	Fire Chief	Position Code:
Department:	Fire	
FLSA Status:	Exempt	
Revision History:	01/11/2016	
Emergency Status:	Emergency Essential	
Organization:	City of South Padre Island	
Address:	4601 Padre Blvd, South Padre Island, TX 78597	
Work Location:	South Padre Island Fire Department	
Web Address:	www.MySPI.org	

Leadership

Direct Reports: Administrative Assistant, Captains

Position Purpose

Performs a variety of technical, administrative, executive and supervisory work in planning organizing, directing and implementing fire prevention, suppression, emergency medical services and beach patrol to prevent or minimize the loss of life and property by fire or other emergency situation.

Essential Functions

- Plans, coordinates, supervises and evaluates Fire, EMS operations and emergency management.
- Assist the City Manager with implementation of policies and strategic initiatives established and adopted by the City Council.
- Plans and implements Fire, EMS and Emergency Management programs for the City in order to better carry out the policies and goals of the Elected City Leadership and City Manager.
- Reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Plans for and reviews specifications for equipment replacement.
- Responds to alarms and may direct activities at the scene of major emergencies, as required.
- Directs the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- Directs the operation of departmental in-service training activities.
- Responsible for maintaining a positive work culture in the Fire Department.



- Oversees the recruitment, employment, evaluation of personnel within the Fire department.
- Supervises all departmental staff, either directly or indirectly through subordinate staff.
- Prepares and submits monthly reports to the City Manager regarding the Departments' activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- Responsible for managing the Beach Patrol program for the City.

Secondary Functions

- Attends conferences and meetings to keep abreast of current in the field; represents the City Fire/EMS/Emergency Management departments in a variety of local, county, state and other meetings.
- Performs the duties of command personnel as needed.
- Serves as an integral part of the Emergency Management Team.
- Performs all other duties as assigned.

Capital and/or Fiscal Responsibility

- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.
- Controls the expenditure of departmental appropriations.
- Supervises and coordinates the preparation and presentation of an annual budget for Fire, EMS and Emergency Management Operations; directs the implementation of the departments' budget.

Credentials (minimum preferred)

Knowledge/Skills/Abilities

- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State EMT Certification.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Ability to analyze complex situations and problems, and use sound judgment in drawing conclusions and make decisions.



- Skill in the operation of the listed tools and equipment.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition to meet departmental physical standards.
- Ability to communicate effectively verbally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Ability to understand and manage high-profile, sensitive or controversial political situations.

Formal Education/Certification/Licenses

- Graduation from a college or university with a Bachelors Degree in a related field such as Fire Science, Public Administration or Organizational Management.
- Must possess, or be able to obtain within three months of employment, a valid Texas Driver's License.
- Must be a Basic Fire Fighter Level I (Level II preferred.)
- Must have the required NIMS ICS Required certificates.
- Certified by the Texas Commission of Fire Protection as a Master Firefighter.
- Must be certified by the Texas Department of State Health Services as an EMT-B or higher. (Paramedic preferred)

Prior Experience

- Ten (10) year's previous experience working in a firefighting and EMS emergency service district with five (5) or more years in a managerial capacity as a Chief, Deputy Chief or Assistant Chief with a city in similar size or larger or any equivalent combination of education and experience to be determined acceptable by the employer.
- Working with and/or directing volunteer staff.

Language Requirements

- Bilingual: Spanish and English preferred.

Tools and Equipment Used

Fire apparatus, fire pumps, hoses and other standard firefighting equipment; power tools such as chain saws and hydraulic spreaders and cutters; hand tools, ladders, first aid equipment, radio, pager, personal computer, phone and water rescue devices.



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to two-hundred (200) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, liquid chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately quite in the office settings, and very loud at an emergency scene.

Residency Requirement

The Fire Chief is required to live on South Padre Island as per policy.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or



informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____

Date: _____

