

BEXAR-BULVERDE VFD BATTALION CHIEF HIRING PROCESS



**Bexar- Bulverde Volunteer Fire Department is currently accepting applications for the position of
Full-Time Battalion Chief.**

Applications must be received no later than Friday, April 19th, 2024 @ 5:00 pm.

Application link Below:

<https://forms.gle/f46aAqW6L21dyJHb8>

When attempting to upload multiple certifications, it is best that you scan all certifications, save them as one file, and upload the file in the correct section of the application.

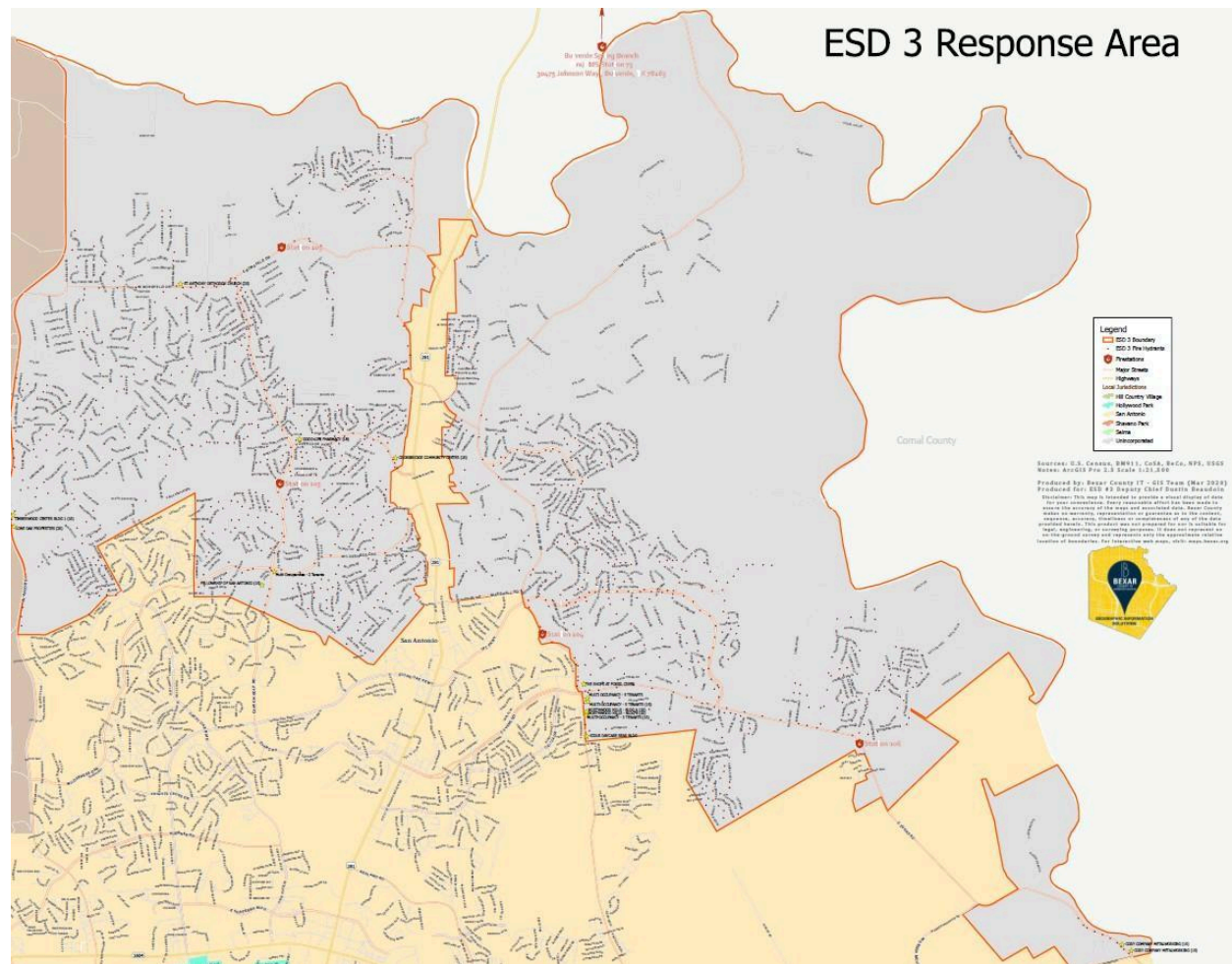
If you need any assistance with the application, please contact Assistant Chief Amen via email. Please place your name in the "Subject Section" of the email and be sure to include a call-back number.

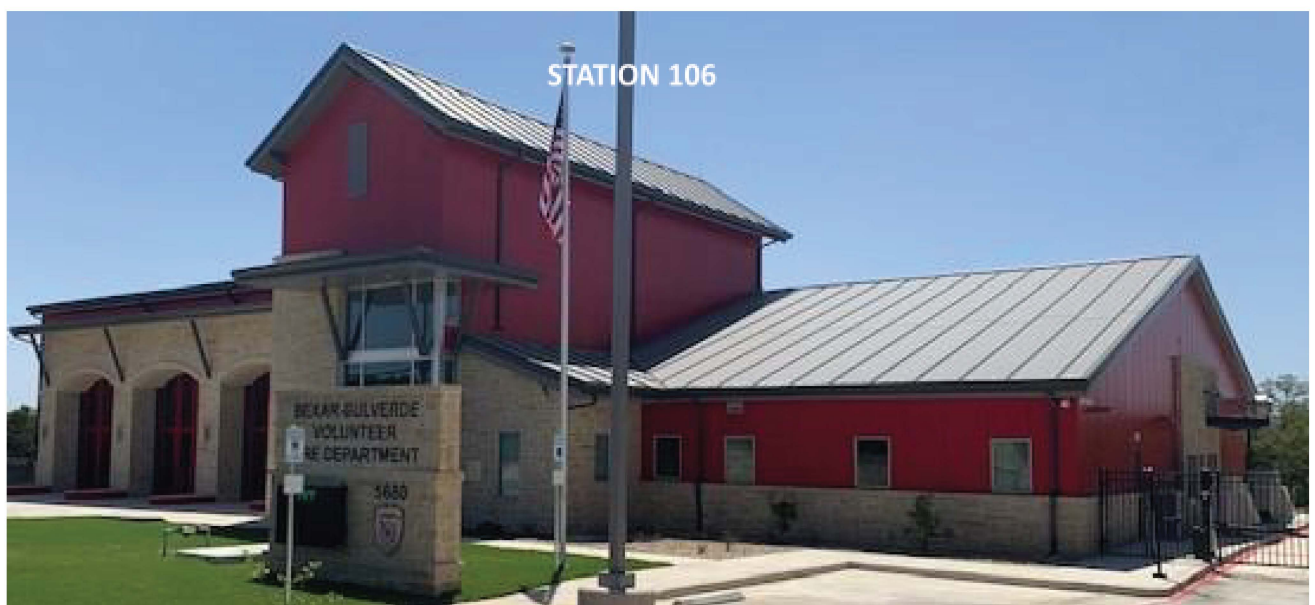
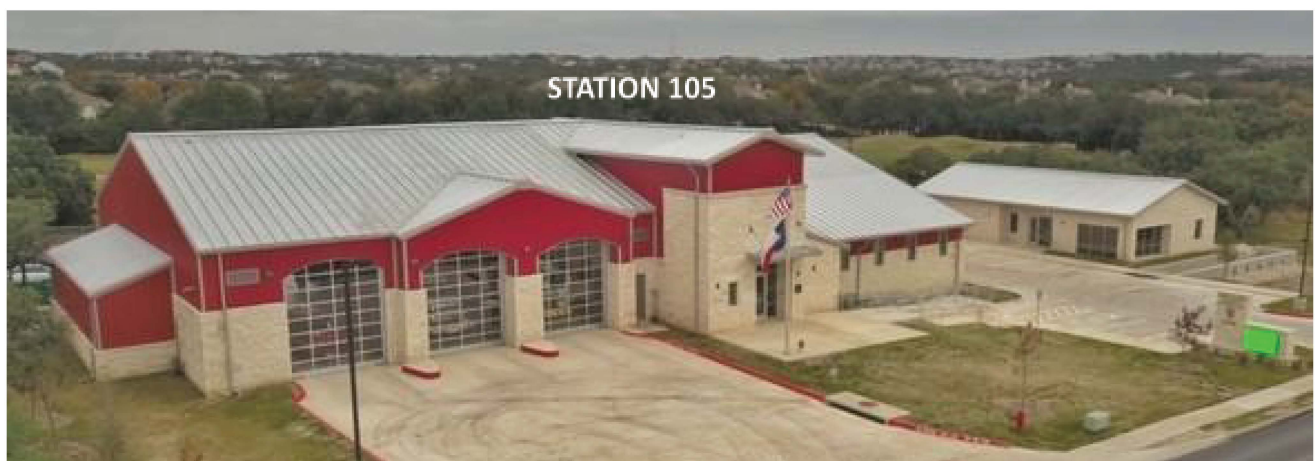
You can also contact him at 210-272-0353 ext. 1041 if you need further assistance.

George.Amen@bbulvfd.org

The Bexar-Bulverde VFD is located within Bexar County ESD #3, the northern most unincorporated area of Bexar County. Our response area is approximately 47 square miles of northern Bexar County with over 62,000 residents and \$8.5 billion in property assets. We border Camp Bullis on the west side, Comal County on the north side, and the City of San Antonio on the south and east sides.

We operate as a combination fire department, comprised of full-time and volunteer firefighters. As of today, we have 70 full-time employees including our support staff. Our current fleet consists of 3 Engines (with a 4th on order), 2 Ladder Trucks, 4 EMS Squads, 4 Brush Trucks, 2 Water Tenders, 1 Heavy Rescue, 1 Polaris with Firefighting Skid, and a handful of staff vehicles.

[illegible]



Battalion Chief

Minimum Eligibility Requirements:

General purpose:

Directs, manages, supervises, evaluates, organizes, and provides technical staff assistance to the operations of the fire department, including commanding personnel in fire suppression, emergency medical and rescue operations, and annual fire prevention inspections.

Minimum Experience & Eligibility Requirements:

- Associate degree from an accredited college or university with a degree in fire science, public administration, or a closely related field.
- Seven (7) years of professional experience in firefighting and emergency medical service work, two (2) years must have been at a Fire Captain supervisory level or higher or any equivalent combination of education and experience.
- Certified by the Texas Commission on Fire Protection as an Advanced Structural Firefighter.
- Certified by the Texas Department of State Health Services as either an Emergency Medical Technician – Basic, Intermediate, or Paramedic.
- Certified by the Texas Commission on Fire Protection as a Fire Officer 3.
- Certified by the Texas Commission on Fire Protection as a Fire Instructor 2.
- Certified by the Texas Commission on Fire Protection as a Hazardous Materials Incident Command
- Wildland S130/190.
- Fire Apparatus Operator.
- NIMS 300 & 400.
- Swiftwater Technician Basic or Higher.
- Texas Class B Driver's License. Must possess a valid Texas driver's license without record of suspension or revocation in any state by date of hire.
- Must not have any felony convictions or disqualifying criminal histories.
- Must be able to proficiently read and write the English language.
- Must pass a medical exam which includes a vision exam, a hearing exam, and a drug test.
- Must pass the Department's physical agility test.
- Must meet medical requirements of NFPA 1582 current edition.

- Must pass a drug screen and medical physical.
- Have not been convicted of any felonies.
- Have not been convicted of any Class A or B misdemeanors in the previous 7 years.

Preferred Requirements:

- Bachelor's degree from an accredited four-year college or university with a degree in fire science, public administration, or a closely related field.
- Blue Card Incident Command
- TCFP - Master Firefighter.
- TDSHS - Advanced EMT or Paramedic.
- TCFP Fire Officer 4.
- TCFP Fire Instructor 3.
- TCFP Incident Safety Officer.
- TCFP Incident Command.
- TCFP Fire Inspector.
- TCFP Investigator.
- Attended Fire Chief Development Program.

Salary and Benefits:

- The starting Salary is dependent on Qualifications and Experience.
- **BC/EMT-B \$85,320 – \$96,028**
- **BC/EMT-A \$86,940 – \$97,851**
- **BC/EMT-P \$90,720 – \$102,106**
- **(Up to 10 Yrs. of TCFP Service credit applied towards salary step pay program) Step increase for years of TCFP Service up to Step Level 4.**
- **Work a 48/96 schedule.**
- Incentive pay is available for higher certifications.
- Health Insurance is provided for employees under the Department's health plan coverage.
- 50% dependent coverage by department, 50% employee expense, under the Department's health plan coverage.

- Dental Insurance is covered by the department for employees under the Department's health plan coverage.
- Vision Insurance is covered by the department for employees under the Department's health plan coverage.
- Short-Term & Long-Term Disability provided to employees.
- \$50,000 Life Insurance w/ triple indemnity provided to the employee.
- Accrued Paid Time Off + Sick Leave.
- 401k; Employer Match program 2.5 to 1 up to 7%.

HIRING PROCESS:

Request, complete, and submit an application with resume and copies of:

- **Driver's License.**
- **Social Security Card.**
- **DD214 (if applicable).**
- **Resume.**
- **Texas Commission on Fire Protection Certifications.**
- **Texas Department of State Health Services Certification.**
- **NIMS certifications.**

APPLICATIONS SUBMITTED WITHOUT THESE DOCUMENTS WILL NOT BE ACCEPTED

- Candidates will be formally invited by phone and/or email to participate in a Physical Agility Test, Assessment center, and Interview Process within **1 week** of the Application Closing Date.
- The Physical Agility Test will take place **May 6th - 7th**. The exact Date is to be determined based on Candidate Availability.
- Physical Agility will be conducted at **23103 Bulverde Rd., San Antonio, TX 78259**.
- Applicants who successfully complete the Physical Agility Test will be invited by phone and/or email to move to the next step in the process which will be the Assessment Center.
- Those applicants who move on to the next step will be invited to a Chief's Interview.

- After the Chief's Interview are completed, the remaining candidates still under consideration will be given conditional offers of employment.
- Conditional employees will then be required to undergo a medical exam, including vision, hearing, and drug screening by a physician selected by the Bexar-Bulverde VFD. Once cleared by the selected physician, offers of employment in a Probationary status will be made.
- Employment is contingent on passing post-offer, pre-employment drug testing, criminal background investigations, previous employment, and reference checks.

Battalion Chief Job Description

1. Directs, manages, supervises, evaluates, organizes, and provides technical staff assistance to the operations of the fire department, including commanding personnel in fire suppression, emergency medical and rescue operations, and annual fire prevention inspections.

A. DISTINGUISHING CHARACTERISTICS, FEATURES, REQUIREMENTS

1. This position involves the exercise of a high degree of discretion and independent judgment and is responsible for assisting in budget preparation, monitoring, and report development; personnel management including providing direct supervision on shift, review, and correction of incident reports, conducting safety training, preparation of performance evaluations, assist with formulating departmental policies and new program development, implementing training standards and performing other general administrative tasks.

B. ADMINISTRATIVE SUPERVISION EXERCISED AND RECEIVED

1. The Battalion Chief exercises administrative supervision over the Fire Captains and Lieutenants and indirectly Firefighters.
2. Receives direct supervision from the Assistant Fire Chief and general direction from the Fire Chief.

C. IMPORTANT AND ESSENTIAL DUTIES

Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists the Assistant Fire Chief in the development and implementation of goals, objectives, policies, procedures, and priorities of operations.
2. Reports to the Assistant Fire Chief on all important matters, including the status of emergency situations occurring on assigned shift.
3. Assumes command or functions in a leadership role for fires or other significant incidents.
4. Confers, coordinates, and works with other Battalion Chiefs and the Fire Captains on shift, and coordinates with other fire agencies.
5. Plans, administers, coordinates, executes, supervises, and delegates activities of fire suppression and rescue, training, and medical emergencies.
6. Makes technical decisions on methods of fire suppression and medical response including directing, administering, coordinating, and supervising companies during emergency operations.
7. Assesses the condition of fire department equipment and coordinates replacement and maintenance.
8. Supervises and directs pre-fire plans and post-incident analyses, maintains discipline and morale of subordinates and participates in personnel decisions.
9. Supervises, directs, and evaluates training in fire prevention, accident prevention, and emergency medical care.
10. Undertakes and assists with special reports, projects, and records.
11. Assists in the preparation of the department budget, budget implementation, and expense forecasting and monitoring.
12. Facilitates problem-solving and develops strategies for cost efficiencies, performs other Department related activities and program oversight as assigned by the Assistant Fire Chief.
13. The Battalion Chief is responsible for coordination and continuity between shifts, while maintaining a positive work environment, demonstrating a knowledge of sound people skills in carrying out the mission of the Department.
14. Must demonstrate knowledge of the community, possessing skills and abilities to achieve a positive presence for the Department within it.
15. Responsible for other duties as assigned.

D. JOB-RELATED QUALIFICATIONS

Knowledge of:

1. Modern fire suppression, prevention and training methods, technology, and equipment.
2. Principles and practices of organization, planning, time management, and supervision.
3. Modern public-sector management techniques and practices.
4. Fire investigation methods, procedures, and equipment.
5. County, state, and national fire protection and life safety codes.

Ability to:

1. Effectively manage all line functions of the department including suppression.
2. Prepare clear, concise, and complete oral and written reports.
3. Interpret and explain laws, county ordinances, and department policies, codes, and regulations.
4. Establish and maintain cooperative working relationships with those contacted in the course of work.
5. Effectively command personnel and coordinate emergency incidents.
6. Think and act quickly in emergencies.
7. Be physically capable of performing command and control responsibilities in hazardous environments which may require physical agility and strength and be prepared to use special equipment.

Reasoning – the ability to assess emergency situations calmly and to act safely, quickly, and appropriately in a variety of rescue/emergency encounters.

Interpersonal – ability to communicate effectively with coworkers, officials, and citizens in a variety of situations. Work for extended periods of time in both emergency and routine assignments as part of an assigned crew of diverse employees. Ability to cooperate as part of a team and to receive direction from crew leaders during stressful as well as routine situations. Maintain calm, mature composure, emotional self-control, and rational cognitive/decision-making ability in dangerous situations or hazardous environments that are personally offensive (cases of child abuse, sexual assault, extreme trauma, or death, etc.) or which involve considerable stress, danger, personal risk, violence, and hostility.

Work environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee

occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, and risk of electrical shock and vibration. Possibility of severe injury or loss of life when fighting fires. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud. Employees will be required to work a flexible/rotating work schedule.

These duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Department and requirements of the job change.