

## **City of Live Oak, TX**

Title: Assistant Fire Chief

Date Posted: 4/2/2024.

### **The Community:**

A tight-knit community incorporated in 1960, the City of Live Oak has evolved from a rich farming and ranching tradition to a town of quality businesses, family-friendly amenities, and peaceful neighborhoods home to nearly 16,500 residents. The 5.5-square-mile city sits along the bustling, high-growth intersection of I-35 and Loop 1604 just 17 miles northeast of downtown San Antonio, and features rolling hills, a serene lake, and scenic trails. It also shares borders with the cities of San Antonio, Selma, Universal City, and Converse — as well as a portion of unincorporated Bexar County — and residents enjoy a variety of shopping and dining destinations, state-of-the-art medical facilities, and easy access to the attractions of Texas’s third-largest metro area.

Known for its natural beauty and small-town charm, Live Oak features three developed parks totaling approximately 135 acres. Along with a lake offering fishing and non-motorized boating, ball fields serving league sports, a skate park, and a 200 visitor-capacity swimming pool, the City features two professional disc golf courses designed by master designer John Houck.

Regionally, there is even more to explore. Live Oak residents have easy access to a mix of museums, amusement and adventure parks, performing art spaces, sports venues, renowned historic sites, and an international airport. The caves of Natural Bridge Caverns lie just 30 minutes north; San Antonio’s zoo, botanical garden, and Japanese Tea Garden offer a green oasis 20 minutes to the southwest; and a stone’s throw from there residents and visitors alike can stroll the River Walk, a 15-mile urban waterway lined with restaurants, shops, hotels, and famous attractions.

### **Governance and Organization:**

The City of Live Oak is a home-rule city that operates under a council-manager form of government with a Mayor and five City Council members elected at large for staggered, two-year terms. The current City Manager previously served as the ACM and was recently promoted into the position. The City of Live Oak has approximately 122 full-time-equivalent employees working in public safety, residential solid waste sanitation services, wastewater services, public improvements, infrastructure repair and maintenance, recreation and community activities, and general administrative services. It also contracts EMS services with the City of Schertz and shares water utility responsibilities with the City of San Antonio. This fiscal year’s budget of just over \$52.7 million includes an ad valorem tax rate of \$0.3857900 per \$100 in valuation. City Council’s adopted vision is “The premier community to live, learn, work, and play.” As guidance to achieve this vision, City Council adopted the four goals of “Stable, Secure, Supportive and Beautiful” that staff utilizes in all aspects of day-to-day operations.

### **The Department:**

The Live Oak Fire Department provides “All-Hazards” fire department response services to the citizens and businesses of Live Oak and the surrounding communities. Live Oak is a member of the Combined Emergency Services Organization (CESO) – created to establish automatic regional response, and standardized training, operating procedures, and communications. Live Oak provides Advanced Life Support – First Response with Schertz EMS providing Emergency Medical Services and transport. The department provides services from a modern 26,000 square foot, six bay fire station,

responding both a Ladder company and an Engine company to all structure fires. A new Ladder truck and a new Rescue/Pumper are due to arrive this Spring.

With 21 shift personnel and 3 administrative positions, the command structure includes a Fire Chief, an Assistant Fire Chief, a Deputy Fire Marshal, three (3) Captains (Fire Shift Commander), six (6) Lieutenants (Company Officers), and 12 Firefighter/Drivers working on three (3) shifts on 48/96 hours schedules.

Fire Administration provides overall administrative control over Fire Department functions including budget, policy, personnel, and special projects. Fire Code Enforcement, Fire Cause Investigations and Community Risk Reduction (including fire inspections/maintenance of fire protection systems are managed through Administration with both administrative and shift personnel. The Operations division provides all emergency responses including Fire/Rescue, Medical First Response and Hazmat operations. The Deputy Fire Marshal who serves as the City's Liaison with Bexar County Emergency Management Coordinator/City Officials and City Departments is responsible for Emergency Management coordination and Preparedness, maintaining the City's ability to manage response to major disasters with our regional partners.

The men and women of the Live Oak Fire Department are dedicated to protecting the lives and property of the Citizens of Live Oak by delivering prompt, courteous and professional service to the community. In 2023, the Fire Department responded to a total of 2,497 incidents of which 1809 were medical emergencies, 435 were fire related calls and 253 others were service-related calls.

### **The Position:**

Under general supervision, assists in planning, directing, and reviewing the activities and operations of the Fire Department including fire suppression, fire prevention, hazardous material mitigation, personnel supervision, public safety education, emergency medical services, emergency management, and administrative support services. Participates in coordinating assigned activities with other City departments and outside agencies, supervises the department in the absence of the Fire Chief and to provides highly responsible and complex executive level support to the Fire Chief as a member of the management team.

### **Job Responsibilities**

***Essential Functions:*** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential duties and responsibilities may include, but are not limited to, the following:*

- Collects and organizes documentation of activities required for regulatory compliance; coordinates and plans departmental training to meet the Insurance Services Office (ISO) and Texas Commission on Fire Protection (TCFP) requirements.
- Supervises and monitors works tasks; enforces policies and procedures and resolves issues among personnel; conducts performance appraisals and addresses issues.
- Participates in the development and management of the department's strategic plan; attends and reports to City Council meetings regarding financial and procedural issues; prepares and

presents staff reports and other correspondence; assists with writing new City ordinances and operating procedures.

- Research information on new equipment; obtains bids for purchases of new equipment; schedules, logs, and reports all vehicle and equipment maintenance.
- Ensures fire protection throughout the city through fire inspectors and plans examiners; responds to major emergencies and assumes appropriate role within the incident command system; provides assistance with EMS calls and operates emergency vehicles as needed.
- Coordinates public relations events and station tours in conjunction with the Fire Inspector; assists citizens and the public with questions and concerns; installs, tests, and replaces smoke detectors and provides public safety education for the public.
- Performs other duties as required or assigned.

## **Job Requirements**

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### **Knowledge of –**

- Project management methods.
- Methods of firefighting, fire prevention, emergency medical practices, and arson investigation.
- Supervisory principles and practices.
- Work safety practices, procedures, equipment, and protocols.
- Building and fire protection systems.
- Pertinent Federal, State, and local laws, codes, and safety regulations.
- Record keeping, report preparation, filing methods, and records.
- General office policies and procedures; computers and general office equipment.

### **Skill in –**

- Reading and accurately interpreting plans and schematics.
- Developing and implementing budgets and long-range plans.
- Maintaining composure in stressful situations.
- Organizing work and setting priorities to meet deadlines.
- Effectively leading, supervising, training and developing assigned staff.
- Preparing accurate reports and statements.
- Establishing and maintaining strong working relationships.
- Operating a computer and related software.

### **Education and Experience:**

Bachelor's degree in Fire Science, Business Administration, or related field and seven (7) years of progressively responsible fire department experience which includes three (3) years of upper management and supervisory experience, OR an equivalent combination of education, training and

experience which provides the required knowledge, skills, and abilities will be considered. Texas Commission on Fire Protection Firefighter and Instructor certification, Texas DSHS Emergency Medical Technician required.

### **The Ideal Candidate:**

The City of Live Oak is seeking a community focused, collaborative, innovative leader who understands modern fire services. The ideal candidate must be analytical, think strategically, and make data-driven decisions. The City is looking for a leader with a hands-on approach, who effectively builds consensus and loves public service. The individual must also possess excellent verbal and written communication skills to manage staff, write complex reports, and navigate challenging situations effectively.

### **Compensation and Benefits:**

The City of Live Oak uses a market competitive process to determine the starting salary. The salary range for this position is **\$92,074 to \$99,637** (depending on qualifications), plus an outstanding benefits package that includes medical, dental, vision, life, and short- and long-term disability insurance; generous vacation and sick leave; 11 paid holidays; an employee assistance program; and longevity pay of \$10 per month. The organization pays 100% of employees' medical and dental premiums and 45% of premiums for covered dependents. The City participates in the Texas Municipal Retirement System, which pairs employees' 7% contributions with a 2:1 employer match, and offers a voluntary 457 deferred compensation plan.

### **Resources:**

For more information on Live Oak Fire Department, go to:  
<https://www.liveoaktx.net/departments/fire-department>

### **How to Apply:**

Interested applicants should apply using the city's website at  
<https://www.liveoaktx.net/departments/human-resources/careers>

***\*The deadline to receive applications will be April 30, 2024\****

*The City of Live Oak is an Equal Employment Opportunity Employer.*