

Titus County Fire Chief

Newly Established Fire Department

Titus County is a small county in east Texas with its county seat being Mt Pleasant Texas. This department will be a one station department with room to grow. EMS is provided to the county by Titus County Regional Hospital. Mt Pleasant provides fire protection for the city. Titus County Fire Rescue along with several Volunteer Fire Departments will provide fire protection for the unincorporated county and the town of Talco. Salary range is \$68,000 - \$92,000 DOQ.

Summary

The Fire Chief is a member of the Titus County leadership team and is responsible for overseeing and managing the delivery of suppression, emergency rescue operations, hazardous materials responses, and public education programs for the Titus County Fire Department. Oversees the Fire Marshal's office for fire protection and inspection duties.

Essential Duties and Responsibilities include the following.

- Directs and oversees the daily functions of the Fire Department including planning, personnel career and volunteer, administration, equipment purchasing, and the allocation of resources;
- Plans, implements, and reviews departmental short and long-range goals to ensure the efficient, effective, and safe response to emergency situations;
- Develops general policies and operational standards for the department;
- Fire Chief will report to the County Judge
- Evaluates needs and makes recommendations to Commissioners Court for the purchase of apparatus and equipment;
- Responsible for the department's annual budget and strategic planning, including monitoring all fire related projects and expenditures;
- Demonstrates continuous effort to improve operations, decrease response times, streamline work processes, and work cooperatively to ensure the best customer service for the citizens of Titus County.
- Responds to alarms and directs activities at the scene of larger fires or incidents;
- Oversees and supervises the Office of the Fire Marshal;
- Serves as Emergency Management Coordinator, including plans, organizes and directs the Emergency Management Division to accomplish shared goals and objectives;
- Coordinates department activities for disaster response;
- Maintains all Emergency Management Plans and Annex's in compliance with FEMA and Texas Division of Emergency Management;

- Ensures training programs and emergency operations drills prepare county staff and volunteers respond quickly and effectively to emergencies;
- Advises departments on their emergency plans and coordinates interdepartmental activity in conjunction with emergency planning;
- Makes presentations to local groups on Fire Department activities;
- Ability to establish and maintain effective working relationships with employees and volunteers, other agencies, and the general public, and
- Consults with the County Judge and department heads on problems relating to firefighting, and other related services.
- Other duties may be assigned.

Requirements

Supervisory Responsibilities

Supervises personnel, including assigning and reviewing work, training, conducting performance reviews, and assisting with execution of personnel actions such as hiring, transferring, promoting, disciplining, or dismissing employees.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or equivalent; and at least eight (8) years of progressively responsible experience in a career fire department with at least 2 years of management and administrative responsibility, including emergency management responsibilities. Professional certifications in fire administration are preferred, or any equivalent combination of related education and experience that provides the required knowledge, skills, and abilities.

Knowledge Of

Knowledge of principles, practices and techniques of modern firefighting and fire suppression and ability to apply this knowledge to varied fire control, prevention and administration issues; knowledge of principles and practices of public administration and government organization; extensive knowledge of research techniques, methods, and procedures; familiar with the National Incident Management System; ability to apply principles and practices of local, state and national emergency management; working knowledge of modern office practices and procedures; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; must have demonstrated ability to operate effectively in stressful situations; ability to accurately identify and analyze the effects of hazards that threaten Titus County; ability to interpret federal and state funding regulations as they impact Titus County; skill in gathering pertinent information, making thorough analyses, and arriving at sound conclusions.

Skill/Ability To

Operate computers, including word processing and spreadsheet software; establish and maintain effective working relationships with co-workers and the general public; develop, organize, motivate, and effectively utilize staff; communicate effectively, both orally and in writing; read and interpret manuals, policies, and other documents; and operate and maintain fire suppression vehicles and equipment.

Certificates, Licenses, Registrations

Must have a valid Texas Driver's License to operate fire apparatus by date of hire. Advanced firefighter certification from the Texas Commission on Fire Protection (TCFP). FEMA ICS 100, ICS 200, ICS 700 and ICS 800 required prior to hire date. ICS 300,400 preferred. Ability to obtain TCFP Head of Department designation within one year after date of hire.

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.

While performing the essential duties of this job, the employee frequently is required to stand and walk on various types of surfaces, and constantly is required to reach with hands and arms, bend, kneel, crouch, climb, crawl, twist, and to talk and hear. The employee frequently is required to drive a vehicle. The employee must be able to use hands and fingers to write and/or type information into computer and clean and maintain the fire station. The employee must frequently lift and/or move objects weighing 20 to 50 pounds, such as fire hoses and other equipment and materials, and occasionally must lift and/or move objects weighing 100 pounds or more with or without the assistance of another officer. The employee must be able to see clearly, with or without vision correction, in close situations, at a distance, and peripherally, and be able to recognize colors and adjust focus. The employee must be able to perform multiple tasks simultaneously, such as walking while pulling the fire hose and watching for dangerous situations and must be prepared to be called upon to perform acts of intense physical exertion during emergency situations.

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 essential duties of this job, the employee regularly is exposed to emergency situations in which there is the possibility of danger or physical injury. The employee must frequently work closely with others as part of a team, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is subject to working irregular schedules and overtime on an as-needed basis. The employee occasionally must work under time pressures to meet deadlines and must perform multiple tasks simultaneously (such as safely operating a vehicle, observing situations outside the vehicle, and operating the two-way radio). The employee constantly must present a positive attitude as a role model in the community. The noise level in the work environment is usually moderate but may be noisy and distracting.