

# Riverside Volunteer Fire Department

## Job Description

**Posted Date:** May 1, 2024

**Close Date:** May 31, 2024

**Job Title:** Fire Chief

**Department:** Riverside Volunteer Fire Department

**Job Details:** Full time 40+ hours a week.

**Salary:** \$2,500-\$4,500 monthly DOE

**Supervision:** Riverside VFD Executive Board

### General Purpose

This administrative and tactical position is responsible for the management and operation of all fire department personnel and volunteers. Work includes, but is not limited to: planning; directing; recruiting; procurement; annual budget preparation and presentation; the assignment, care, and maintenance of equipment; the use and upkeep of facilities; communication with Walker County ESD #1, Dodge VFD, Walker County EMS, Walker County Sheriff's Department, and other significant relationships.

### Essential Duties and Responsibilities

- Participates in the development and implementation of strategic goals, objectives, policies, and priorities related to the operations of the department.
- Establishes suitable Standard Operating Procedures (SOP's) and Standard Operating Guidelines (SOG's) necessary for the efficient and effective operations and regulatory compliance of the Department and the contract agencies.
- Responsible for supervision of all employees and volunteers including the assignment of job duties and job schedules.
- Responsible for day-to-day operations. Work closely with the Riverside VFD and other providers within the District. Establish appropriate service and staffing levels for both routine and extraordinary events that pose a potential risk.
- Assist Riverside VFD Executive Board in the development of an annual budget, including making recommendations on contracted service providers, budgets, capital purchases, and other major budget related items.
- Approve expenditures and payments to stay within the confines of the approved annual operating budget. Provides monthly reports to the Riverside VFD Executive board as it pertains to operational and financial matters.
- Plan, organize, prioritize, hire, terminate, discipline and direct activities for the department personnel and volunteers, either directly or through delegation of authorized personnel, according to Department policies and guidelines, and consistent with all Federal and State Law.
- Responsible for the effective and efficient performance of a hybrid department to include all personnel, volunteers, equipment, and facilities; including the overall health, general safety and maintenance of the department.
- Provide fire and emergency services designed to protect lives and property caused by either nature or man within the budget set forth by Riverside VFD Executive board.
- The Chief shall strive to reduce the rate of emergencies through quality public education and public partnerships.
- Other duties as assigned.

### **Minimum Qualification and Required Education and Experience**

- High school diploma or equivalent.
- Basic computer skills to include: Microsoft Excel; Microsoft Word; Google Docs; Email; and Reporting Software.
- Basic Wildland Firefighting Certification or higher.
- NIMS ICS 100, 200, 300, 400, 700, and 800 Certifications.
- Current Texas Department of State Health Services Emergency Medical Technician – Basic or higher certification.
- Current Texas Commission on Fire Protection (TCFP) Basic Structural Firefighter or higher.
- Fire Officer II Certification.
- Fire Instructor I Certification.
- 10 Years Fire Suppression and Emergency response with 5 years as an Officer.
- Must live in Walker County or be willing to relocate within 6 months of hire.

### **Preferred Qualification and Required Education and Experience**

- Degree from an accredited college or university in Fire Technology, Fire Service Administration, or a closely related field, supplemented by courses in firefighting technology and fire administration.
- Suitable experience may be substituted for educational attainment, if deemed appropriate. Participation in the National Fire Academy’s Executive Fire Officer Program and/or the Texas Fire Chief Academy.

Requests for applications can be made to [brandonpresidenrvfd@gmail.com](mailto:brandonpresidenrvfd@gmail.com).

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Approved by President B. Tucker