

Internal/External Posting

## Full-time Battalion Chief



Dear Applicant,

Thank you for your interest in being a Battalion Chief with Bexar County ESD # 10.

Application deadline is 10/9/2024 by 5 pm. Applicants who meet the required qualifications set forth in the application packet will be contacted via email or phone confirming your testing appointment. Initial reference checks will be completed from the application, please ensure you list people who can be contacted. **Incomplete applications will be rejected.**

### Phase 1

For those passing the application verification and reference checks, a written test will be administered on 10/15/2024. The written test will be a combination of questions on Firefighter I, Firefighter II, Instructor I, Instructor II, Driver Operator Aerial and Pump operator, Officer I, Officer II, Hazardous Material A&O and Technician. A minimum score of 70% must be obtained. The location and time will be provided via email after application verification is completed. For external applicants, you will complete a physical agility test. Those requiring physical agility testing will receive the criteria with your email confirmation of testing.

### Phase 2

Applicants who move on to the panel interview portion will be scheduled for an interview. The interview will be a panel style interview consisting of managers from other agencies or officers in the department. Tentatively scheduled for 10/23/2024.

### Phase 3

The top three applicants will move to a Chief's panel interview with the Chiefs of the Department. Tentatively scheduled for 10/30/2024.

Sincerely,

Robert Hogan  
Fire Chief

## GENERAL INFORMATION

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- 1) Work as a Battalion Chief is shift work. Battalion Chiefs will be part of a 48/96-hour shift and will be responsible for working with any other officers to support, train and oversee all staff at each station with the assistance of a Captains and Lieutenants.
- 2) Work as a Battalion Chief involves continual study and training not just for themselves but the crews at their station and ensures all staff at that station are receiving the appropriate training and support from their officer.
- 3) Overtime is paid at the rate of 1 1/2 times the regular hourly rate if 106 hours is exceeded in a pay period.

### REASONS FOR REJECTION

The following are some areas or activities that may cause an application to be denied.

- 1) The applicant has a recent history of excessive use of alcohol, or use of narcotics or other drugs that may affect job performance.
- 2) The applicant has a history of convictions or a record of conviction for any crime involving moral turpitude.
- 3) The applicant has a record of unsatisfactory employment.
- 4) The applicant has made false statements of any material fact or has practiced or attempted to practice deception or fraud in the application.
- 5) The applicant has used political pressure or bribery to secure an advantage in employment.
- 6) The applicant advocates or knowingly belongs to any organization, which advocates the overthrow of the U.S. Government by force or violence.
- 7) The applicant fails to meet the minimum expectations set forth by the department.
- 8) Completely fill out the application. Do not leave any blanks, use NA if not applicable. Use full names, addresses, zip codes and telephone numbers. **Failure to complete the application will result in the application being denied**

**Bexar County ESD # 10 is an Equal Opportunity Employer.**



## Bexar County ESD #10

<b>Job Title:</b>	Battalion Chief	<b>Job Category:</b>	Fire Suppression
<b>Department/Group:</b>	Bexar County ESD # 10	<b>Job Code/ Req#:</b>	240919
<b>Location:</b>	6658 E. Houston Street San Antonio Tx 78220	<b>Travel Required:</b>	Possible
<b>Level/SalaryRange:</b>	\$25.25 per hour plus possible incentives (\$76,174.32 - \$80,731.50)	<b>Position Type:</b>	Full-time
<b>Contact:</b>	Robert Hogan	<b>Date posted:</b>	9/20/2024
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	10/9/2024

Incentive Pay - Advanced EMT \$0.75 above base hourly, Paramedic \$1.50 above base hourly.

**MAIL:**

Robert Hogan  
 Bexar County ESD # 10  
 6658 E. Houston Street  
 San Antonio Tx. 78220

## Job Description

### General

Bexar County ESD No 10 is now accepting applications for a Battalion Chief to work with the Bexar County ESD No 10 Fire Department. This position will work a 48/96 shift schedule. This position reports to the Assistant Fire Chiefs and Chief of the Department. This position has regular contact with volunteer firefighters, paid firefighters, other departments, the general public, civic groups, and outside agencies and departments concerned with fire suppression and prevention. Makes effective presentations as required. Prepares special written administrative, investigative, or other reports as assigned. Prepares and reviews the following: budget recommendations on personnel, supplies, and equipment needs for an assigned area; departmental operating procedures; statistics and reports on departmental activities; performance evaluations and recommendations on disciplinary actions; and daily schedule logs, and on-scene plans

### Essential Duties and Responsibilities

**Communication:** Communicates with the general public, Department employees, other departments, and other agency personnel in order to: direct emergency scenes; supervise and train subordinates; conduct training and post incident reviews; provide information and respond to inquiries and complaints; coordinate Department wide special events; and explain actions of Bexar County Emergency Services District No. 10 and its policies and procedures. Makes effective presentations. Prepares special written administrative, investigative, or other reports as assigned. Prepares and reviews the following: budget recommendations on personnel, supplies, and equipment needs for an assigned area; departmental operating procedures; statistics and reports on departmental activities; performance evaluations and recommendations on disciplinary actions; and daily schedule logs, and on-scene plans. Solicits professional development needs of subordinates and provides guidance in helping subordinates meet their individual career goals. Assists employees in understanding their progress toward department and individual goals through performance appraisals, as well as frequent and timely feedback.

**Manual/Physical:** Responds to emergencies and directs firefighting tactics, rescue, and salvage operations. Wears a self-contained breathing apparatus during hazardous incidents. Operates an emergency radio, emergency equipment, and mobile computer equipment for responding to and directing emergency scenes. Operates a light-duty emergency response vehicle to respond to emergency incidents and to inspect and supervise station locations. Operates a personal computer (PC) to complete: daily entries to work schedules, roster approval, personnel records, apparatus status reports, exceptional incident reports, and to handle electronic mail. Detects hazardous situations during emergency operations in order to save lives, prevent disasters, and avoid injuries to the public and Fire Department personnel. Observes and monitors the behavior of office or field personnel to determine and maintain compliance with department policies, procedures, and safety standards. Inspects and monitors emergency apparatus, equipment and facilities to determine compliance with safety standards and operational procedures relating to safety, infection control, and response readiness. Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets scheduling and attendance requirements. Oversee training for each shift and coordinate the volunteer training

**Mental:** Comprehends and makes inferences from written material including: department administrative and operating procedures, District personnel rules, emergency scene reports, daily work schedules, etc., in order to supervise and evaluate the work of subordinate personnel. Analyzes data such as dispatch time, turnout time, track crew response times, and tactical control times to make recommendations to management regarding the reaction time of emergency crews and operational control tactics. Comprehends verbal direction including commands, information from other departments, and other communication.

### Knowledge and Abilities:

Knowledge of: firefighting tactics and strategy including: management skills in fireground factors, building construction, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, fireground safety, communications, fire stream management, hazardous materials, and major medical operations; the operation and capability of the types of apparatus and equipment used by Bexar County ESD No. 10 and other departments, and the management of their effective use; Bexar County ESD No. 10 rules and regulations;

the geography of Bexar County ESD No. 10 and other surrounding communities, including the location of streets and target hazards, and hydrants; supervisory and training practices and techniques; and the methods of conducting special studies or administrative investigations.

Ability to: analyze and react to emergency situations quickly and calmly to adopt effective courses of action, giving due regard to hazards and circumstances; organize proper staffing on a continuous basis and assign personnel in a manner which provides the most effective level of fire protection and emergency medical services for the District; interpret administrative policies and assist in formulating Bexar County ESD No. 10 long-range goals and objectives; comprehend material to stay informed on global, national, state, and local fire service issues; participate in physical fitness programs and comply with department medical and fitness requirements; act in the capacity of an Assistant Fire Chief, represent the department on special committees as assigned, and make effective public presentations; and establish and maintain effective working relationships with District officials, coworkers, and the public. The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change

**Required Education and/or Experience:**

- High School Graduation or G.E.D

**Required Certificates, Licenses, Registrations:**

- Clear criminal history with no convictions of a Class B or higher in compliance with Bexar County ESD No 10 policy,
- Texas Commission on Fire Protection Intermediate Firefighter or Higher Certification,
- Texas Commission on Fire Protection Fire Officer I & II Certification,
- Texas Commission on Fire Protection Fire Officer III or obtain within 9 months,
- Texas Commission on Fire Protection Instructor I & II Certification,
- Texas Commission on Fire Protection Driver/Pump Operator Certification
- Texas Commission on Fire Protection Aerial/Pump Operator Certification
- Texas Department of State Health Services EMT or higher certification,
- Texas Commission on Fire Protection Hazmat Technician
- Five years consecutive firefighting experience with 2-3 years prior officer experience,
- HazMat On-Scene Incident Commander or obtain within 6 months,
- Valid State of Texas Class B or higher exempt Driver's License,
- NIMS 300 & 400 or obtain within 9 months.

**Preferred Education and/or Experience** includes all required education and/or experience, plus the following:

- Associate's degree (A.A.) or college level credit in fire science or a related field.

**Other requirements:**

Candidates for positions in this class may be required to pass a post-employment offer physical examination and a drug screen at the discretion of the chief.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty thoroughly and acceptably. Reasonable accommodations may be made to enable individuals with limited disabilities; however, accommodations may not be available for the essential functions listed above due to bona fide occupational requirements. Individuals must satisfactorily complete a criminal history background check. The requirements listed in this job description are representative of the knowledge, skills and/or abilities required. The employee will strive at all times to excel in the following competencies necessary to accomplish the core and division duties listed:

## **Knowledge**

- Must be proficient in: Modern office systems and technology including personal computers and related software (at a minimum MS Word, Excel, Outlook and similar programs) and common office equipment.
- Standard office equipment, i.e., photocopier, facsimile machine.
- Advanced principles and procedures of record keeping and filing to include both hard copy and electronic.
- Customer service and team building techniques.
- Operational characteristics, services and activities of a fire suppression program.
- Local geography including major fire hazards.
- Principals of budget preparation.
- Principals of supervision, training and performance evaluations.

## **Skills and Abilities**

Must demonstrate the following skills and abilities:

- Ability to read, write, speak and communicate using the English language.
- Ability to maintain a high level of accuracy and confidentiality concerning financial and personnel matters.
- Ability to effectively handle confidential, difficult and sensitive issues by using tact, diplomacy, and an understanding of the organizational culture, climate and/or politics.
- Excellent interpersonal skills including the ability to build and maintain effective team relationships with employees, public officials and the public.
- Consistently respect the individual values of all departmental employees and members of the community.
- Very effective organizational skills.
- Coordinate the work of lower-level staff.
- Interpret and explain department policies and procedures.
- Select, supervise, train and evaluate staff.

## **Personal Attributes**

Must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful, professional and courteous
- Possess cultural awareness and sensitivity
- Be flexible
- Possess sound work ethics

## **Education and/or Experience**

- A High School Diploma or General Education Degree (GED) equivalent.
- Strong experience in TCFP reporting requirements.

## **Work Environment**

- Emotionally demanding, stressful environment.
- Emergency and office environments.

## **Physical Demands**

The physical demands described are representative of those that must be met to successfully perform the essential functions of this position:

- Regularly required to sit for long periods of time, use hands and fingers to handle or feel objects, tools, or controls, reach with hands and arms, ability to speak and hear, and frequently required to stand, walk, stoop, and kneel.
- Regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Incomplete packets will result in disqualification of the hiring process.**

### Submission Process

All applicants must submit the following application, a resume and letter of interest to the chief by 10/9/2024 at 5P.M. The letter of interest should include the following:

- Qualifications
- Your intention in the role
- Your expectations of the role
- Self-identification of your opportunities
- Your plan to address those opportunities
- Why you think you would make a good Battalion Chief for Bexar County ESD No 10

For specific questions regarding the hiring and/or training requirements, related work experience or current certifications, please contact Chief Robert Hogan.

Applicants shall submit all of the required documentation as one packet in a SEALED 9.5" x 12.5" ENVELOPE to Bexar County ESD No 10 Administration. The applicants name must be written in the top left corner of the envelope and the envelope must be labeled Battalion Chief Hiring Process in the center of the envelope. All packets will be marked with a date of delivery to the office.

The following must be included:

- Texas Commission on Fire Protection Intermediate Firefighter or Higher Certification
- Texas Commission on Fire Protection Fire Officer I Certification
- Texas Commission on Fire Protection Fire Officer II Certification
- Texas Commission on Fire Protection Fire Officer III Certification if already obtained
- Texas Commission on Fire Protection Instructor I Certification
- Texas Commission on Fire Protection Instructor II Certification
- Texas Commission on Fire Protection Driver/Pump Operator Certification
- Texas Commission on Fire Protection Aerial/Pump Operator Certification
- Texas Department of State Health Services EMT or higher certification
- HazMat On-Scene Incident Commander if already obtained
- Valid State of Texas Class B or higher exempt Driver's License
- NIMS 300 & 400 if already obtained

For external applicants, you will also have to go through an entry level test, skills test and physical test.

Bexar County ESD No 10 is an Equal Opportunity Employer.



# Bexar County Emergency Services District No. 10 Employment Application

An Equal Opportunity Employer

## Important Instructions for completing the application:

- Please TYPE or PRINT in INK
- Applications are accepted only for job titles for which recruitment is currently being conducted.
- All information requested must be completed on the application. Incomplete or illegible applications will not be processed.
- This application form and its attachments are official property of the Bexar County Emergency Services District No. 10 and will not be returned, reused or copied for you after being submitted. You should retain a copy of this application for future use or reference.
- The Bexar County Emergency Services District No. 10 affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, qualified disability status or veteran status.
- If you require an accommodation during the application/interview process, please call 210-661-3144.
- Reimbursement for travel expenditures during a testing or interview process is not available and will be completed when not on shift.
- Please make sure you meet the minimum qualifications and the application deadline.
- Applications must be submitted by mail or in person.

## Section A: Answer all questions.

<b>1. Official Job and Title</b>		<b>2. Date of Application</b>	
<b>3. Social Security #</b>		<b>4. Date of Birth</b>	
<b>5. Last Name</b>	<b>6. First Name</b>		<b>7. Middle Name</b>
<b>8. Mailing Address</b>		<b>9. City</b>	<b>10. State</b>
<b>12. Cell Phone #</b>	<b>13. Home Phone #</b>		<b>14. Email Address</b>
<b>15. Driver's License #</b>		<b>16. State Issuing License</b>	<b>17. Class or Type of License</b>



**18. Can you, upon employment, submit documentation verifying your identity and your legal right to work in the United States?**

Yes  No

**19. Check the schedules you are willing to work:**

Other than 9AM-6PM  Weekends/Holidays  Full Time  Part Time

**20. Are you presently employed? If yes, specify where**

Yes  No Specify:

**21. Have you ever been terminated or asked to resign in lieu of termination from a previous employer?**

Yes  No

**22. Are you over the age of 18? If yes, can you provide proof of your eligibility to work?**

Yes  No

**23. Are related to any BCESD 10 employees? If yes, specify names, relationship and department:**

**24. Are you able to perform all the essential functions of the job for which you are applying, with or without, reasonable accommodation?**

Yes  No

**25. If you have been employed or attended school under other names, list names and dates of use:**

**26. Dates of Military Service**

**Discharge status (provide a copy of the DD214)**

From: To:

**Section B: Answer all questions.**

**27. Have you ever been fired, released from probation, or asked to resign from any place of employment?**

Yes  No

**28. Have you ever been placed on probation or deferred adjudication?**

Yes  No

**29. Have you ever been disciplined at work? (This includes written warnings, formal letters of reprimands, suspensions, reductions in pay, reassignments, or demotions).**

Yes  No

**30. Are there criminal charges currently pending against you?**

Yes  No

**31. Within the past three years, have you used any non-prescribed drug(s) or unauthorized prescription drugs?**

Yes     No

For any yes answer to questions 27- 31, use a separate piece of paper to list each instance.

**Section C: Education, Certification, Licenses & Additional Skills**

**Do you have a High School Diploma or GED?      Check highest level of completion:**

Yes     No       Some HS    HS/GED    Some College    Associate  
 Bachelor    Master    Doctoral

College or University Name	From	To	Major	Degree earned	Sem. Hours
1.					
2.					
3.					

**License or Certifications      Date Earned      Expiration Date**

1.		
2.		
3.		
4.		
5.		

**In what language(s) other than English are you proficient?**

1.	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
2.	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

**Additional Skills: List equipment, software, specialized systems or other skills that are related to the job for which you are applying.**

**Section D:** List jobs in reverse order starting with your most recent job. List your work history for the last **10 years** including volunteer, part-time, temporary, self-employment and military jobs. Provide a detailed description of duties performed. Do NOT substitute a resume for completion of this section. You may attach additional pages in the same format if more space is needed.

Employer	Address	City, State and Zip Code
Job Title	From (Month/Year)	To (Month/Year)
Hourly or Salary Rate	Hours per Week	Reason for Leaving
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Duties:</b>		
Employer	Address	City, State and Zip Code
Job Title	From (Month/Year)	To (Month/Year)
Hourly or Salary Rate	Hours per Week	Reason for Leaving
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Duties:</b>		

<b>Employer</b>	<b>Address</b>	<b>City, State and Zip Code</b>
<b>Job Title</b>	<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
<b>Hourly or Salary Rate</b>	<b>Hours per Week</b>	<b>Reason for Leaving</b>
<b>Supervisor's Name</b>	<b>Supervisor Phone #</b>	<b>May we contact this supervisor?</b>
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Duties:</b>		
<b>Employer</b>	<b>Address</b>	<b>City, State and Zip Code</b>
<b>Job Title</b>	<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
<b>Hourly or Salary Rate</b>	<b>Hours per Week</b>	<b>Reason for Leaving</b>
<b>Supervisor's Name</b>	<b>Supervisor Phone #</b>	<b>May we contact this supervisor?</b>
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Duties:</b>		

<b>Employer</b>	<b>Address</b>	<b>City, State and Zip Code</b>
<b>Job Title</b>	<b>From (Month/Year)</b>	<b>To (Month/Year)</b>
<b>Hourly or Salary Rate</b>	<b>Hours per Week</b>	<b>Reason for Leaving</b>
<b>Supervisor's Name</b>	<b>Supervisor Phone #</b>	<b>May we contact this supervisor?</b>
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Duties:</b>		
<b>References: Name</b>	<b>Relationship/ Occupation</b>	<b>Phone #</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

**Drug Free Work Environment:** Bexar County ESD #10 is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalists for all job openings will be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled substances. Failure of the drug/alcohol screen will result in denial of employment.

**Falsification of Information:** I hereby certify that all statements made on this application and attachments are true and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentation or omission made by me on this application or subsequent interview(s) could cause me to be ineligible for employment or terminated from employment. Further I understand that I am required to abide by all rules and regulations of Bexar County ESD #10.

**Verification of Information:** I authorize Bexar County ESD #10 and its agents to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested by Bexar County ESD #10. I understand that employment processing may include a criminal background check, drug screening and/or review of the driving record. I hereby release Bexar County ESD #10 and its agents from all liability in making any investigation and inquiry relative to information contained in the application form.

I understand that nothing in this application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in the nature of a contract. I agree to submit to medical examination and drug screening, if required.

Bexar County ESD #10 participates in all State and Federal law, requiring all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Bexar County ESD #10 will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

I understand that, if accepted, this application does not constitute a contract of employment for any specific period of time. I further understand that all employment is at will and may be terminated by notification from either party at any time, with or without cause, and without prior notice.

I have read and agree to the above statements

**Signature:**

**Date:**

**WAIVER AND RELEASE**

In consideration of my being permitted to take the Physical Assessment required in connection with my application for the position of Firefighter/Officer, and having been advised that as a part of this assessment, it will be necessary for me to demonstrate my strength, endurance, and physical ability in a series of tests.

I, \_\_\_\_\_ (print name) do hereby release Bexar County ESD # 10 and their respective officials and employees from any and all claims, damages, liabilities, actions and causes of action whatsoever which may occur or arise as a result of any injury or damage that I may sustain as a result of participating in such examinations. I make this release for heirs, my executors, administrators, and myself.

PLEASE COPY THE FOLLOWING STATEMENT LEGIBLY AND IN YOUR OWN HANDWRITING:

**“I CERTIFY THAT I HAVE READ THE FOREGOING WAIVER AND RELEASE AND UNDERSTAND ITS PROVISIONS.”**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**