

# FIRE CHIEF POSITION PROFILE



City of Hutchins, TX

Applications will be accepted until Oct 31, 2017

## The Community

The City of Hutchins is ideally situated along the I-45 and I-20 corridor in Dallas County. Hutchins is a close knit, diverse community of 5,500 residents in 9.2 square miles. It is surrounded by a larger service area that is 100 square miles. Travel along the I20/I45 corridor and international intermodal are enhancing the community profile. As a result, the City is experiencing a season of growth and development like never before. This is an exciting time to join the executive team.

## Fire Department

The Hutchins Fire Department was established as an all volunteer Fire Company in 1947. By the mid 1980's the City hired its first paid fulltime firefighter. Currently Hutchins Fire Rescue has a full staff of Firefighter/Paramedics on a 24/48 rotation. The department has an ISO PPC rating of 4. The Department is aided by CAD (Computer Aided Dispatch) enabling the staff to review residential caller as well as businesses information to prepare for providing assistance while in route to calls.

The Fire Department has a total of 22 fulltime employees and the adopted FY 2017-18 budget is \$2 million. The City has received a grant from FEMA that will allow for an additional Fire Station as well as emergency shelter for residents. The new Fire Chief will serve as an key stakeholder in leading these initiatives.

### MISSION STATEMENT

*The mission of the Hutchins Fire & Rescue is to minimize the loss of life and property resulting from fires, medical emergencies, environmental, and other disasters.*

*We will accomplish our mission through prevention, education, fire suppression, medical services, code enforcement, rescue skills, and other related emergencies and non-emergency activities. We will actively participate in our community, serve as role models, and strive to effectively and efficiently utilize all of the necessary resources at our command to provide a product deemed excellent by our citizens.*

### VALUE PRINCIPLES

*The Hutchins Fire & Rescue believes that people are the most valuable resource.*

*The Hutchins Fire & Rescue believes that pride, the pursuit of excellence, and commitment to public service is a par mount importance.*

*The Hutchins Fire & Rescue strives through active leadership to develop new knowledge and concepts for a progressive environment.*



Hutchins Fire Station No. 2



## Education & Experience

Minimum required qualifications for this position include a Bachelor's degree from an accredited college or university in Fire Science, Emergency Management, Public Administration, or related field.

Department Head Suppression/Prevention Certification from the Texas Commission on Fire Protection. Instruction 1 Certification from the Texas Commission on Fire Protection. Paramedic Certification from the Texas Department of State Health Services.

A minimum of ten (10) years of progressive experience related to municipal fire department, emergency management services administration and operation.

## Job Summary

Works under the broad administrative direction of the City Administrator. This is a highly independent and responsible executive level position that supervises and directs the day-to-day operations of the Fire Department including EMS operations. Reviews and implements departmental standard rules of operating procedures and other rules and regulations as necessary. Performs and oversees departmental budgeting and financial-related tasks, includes ordering supplies and equipment, and approval of expenditures. Oversees Fire Department facility and equipment operations, maintenance, acquisitions, and improvements. Enforces fire codes, building codes, and other related codes and ordinances and responds to any applicable code related inquiries. Serves as the City's Emergency Management Coordinator by developing and maintaining a comprehensive city Emergency Management Plan and conducting emergency operations training exercises. Reviews all Fire Department incident activity, including Fire, EMS, and other related incidents.

## Primary Duties and Responsibilities

- ⇒ Plans, organizes, directs and coordinates the work of department in conducting the fire and emergency medical service functions of the City.
- ⇒ Develops and implements operational policies and ordinances.
- ⇒ Prepares and administers the departmental budget; monitors expenditures; provides recommendations for purchases.
- ⇒ Responds to emergency fire and medical incidents; assumes command of operations for personnel.
- ⇒ Participates in and assists crew members in all facets of fire and EMS response.
- ⇒ Researches fire codes; leads investigations at incidents concerning cause of fires.
- ⇒ Represents the department to City Administrator, City Council, outside agencies, the media and general public.
- ⇒ Enforces state, county, and city codes with respect to functions under charge i.e. inspecting commercial buildings for fire code violations.
- ⇒ Maintains the responsibility for administering city fire prevention programs.
- ⇒ Conducts firefighter training class; attends fire and EMS classes in accordance with regulatory mandates.
- ⇒ Handles grievances, maintains departmental discipline, conduct and general behavior of assigned personnel.
- ⇒ Writes, reviews, and coordinates a variety of emergency and disaster plans, policies, procedures, and checklists.
- ⇒ Ensures and effective record maintenance system, i.e. training records, inspection reports, response reports, statistical analysis, performance appraisals.



## Benefits

The City of Hutchins offers a robust benefits package to fulltime employees including:

- ⇒ A per employee stipend of \$570 monthly for use towards the cost of insurance.
- ⇒ Provision of three (3) medical and prescription coverage plans through Cigna Health Care.
- ⇒ Provision of dental and vision benefits coverage through Humana.
- ⇒ Provision of \$15,000 in life insurance coverage at no cost to the employee.
- ⇒ Participation in the Texas Municipal Retirement System (TMRS). Fulltime employees are automatically enrolled as a member of TMRS upon hire. Employee contribution rate is 7%; the City matches member contributions on a 1.5 to 1 basis upon retirement of the employee.
- ⇒ Additional voluntary benefits are also available.



Wilmer Hutchins Elementary School: A Dallas Independent School District Campus

## Ideal Candidate

A highly qualified candidate for this position will have experience in operational considerations such as minimum staffing needs, shift skill-set alignment, employee training and development; operational and equipment budgeting; community relations; and mutual aid partnerships. Additionally, strong quantitative and presentation skills are necessary to be successful.

This position serves as a member of the executive team for the City and is expected to represent the City and its interest in a number of audiences including with county, state, and federal officials and the general public. The City is experiencing growth and development like never before and seeks to identify a fire/EMS operations professional to play an important part of the leadership for this transition. The City of Hutchins expects that all personnel will work as a collaborative team for the betterment of the community. A spirit of teamwork is a must.

## How to Apply

Interested applicants should submit their applications online at [www.cityofhutchins.org](http://www.cityofhutchins.org). Resumes and cover letters are encouraged in addition to an application. All inquiries and supplemental information should be submitted to Trudy Lewis, Budget and Human Resources Director at [tlewis@cityofhutchins.org](mailto:tlewis@cityofhutchins.org).

The initial review of applications will take place on November 1, 2017. Interviews are anticipated to be on November 7 and 8.

