JOB OVERVIEW

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<th>Job Title</th>
<th>Fire Chief</th>
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<td>Department</td>
<td>Fire</td>
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<td>Location</td>
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<td>Reports To</td>
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<td>FLSA Category</td>
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<td>Pay Group</td>
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<td>Pay Range</td>
<td>$119,122 - $172,723</td>
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GENERAL JOB DESCRIPTION

To supervise and direct 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, including ordering supplies and equipment and approval of expenditures. Oversees Fire Department facility(s) and equipment operations, maintenance, acquisitions, and improvements. Enforces fire codes, building codes, and other related codes and ordinances. 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 related incidents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Plains, 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.

Research fire codes; leads investigations at incidents concerning cause of fires.
Represents the department to the City Administrator, City Council, outside agencies, the media, and the public.

Enforces state, county, and city codes with respect to functions under charge (i.e., inspecting commercial buildings for fire code violations).

Maintains 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.

Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for, and recommends the purchase of, new equipment and supplies.

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the department’s activities.

Coordinates with appropriate agencies the mitigation of emergencies as needed.

Ensures an effective records maintenance system (i.e., training records, inspection reports, response reports, statistical analyses, performance appraisals).

Serves as key leader in the planning, coordination, and execution of the City’s emergency response program.

Writes, reviews, and coordinates a variety of emergency and disaster plans, policies, procedures, and checklists.

Works closely with internal and external partners to develop coordinated emergency plans and project initiatives.

Develops and recommends procedures and program policies.

Develops schedules and work plans.

Conducts data research and analysis and preparing reports.

Develops schedules and work plans.

Conducts data research and analysis and preparing reports.

Leads, coordinates, and/or participates in multi-disciplinary groups, activities, or meetings.

Prepares correspondence, reports, presentations, and other materials related to emergency management programs.

Works with other staff in the development, coordination, and support of other emergency management program activities.

Perform all other duties as assigned.
EDUCATION & EXPERIENCE

Bachelor’s degree in Fire Science, Emergency Management Public Administration, or related field.

Ten (10) years of progressive experience related to a municipal fire department and emergency management service administration and operation, or an equivalent combination of education, training, and experience.

LICENSES & CERTIFICATES

Possession of a valid driver’s license.

Department Head Suppression/Prevention Certification from the Texas Commission on Fire Protection.

Instructor I Certification from the Texas Commission on Fire Protection.

Paramedic Certification from the Texas Department of State Health Services.

*Failure to obtain appropriate certification will result in non-disciplinary termination.*

KNOWLEDGE, SKILLS & ABILITIES

**Knowledge of:**

Modern principles, practices, and techniques of fire department administration, organization, and operation.

Modern methods and equipment used in fire suppression, prevention, investigation, and emergency medical services.

Principles and practices of public administration, including personnel, employee relations and budgetary control.

Applicable local, state federal laws and regulations.

Development and implementation of crisis management plans.

Best management practices in crisis management.

Processes and procedures for interaction with professional leadership team during emergencies.

Methods used to manage emergency response operations.

Methodologies and techniques used in training a broad, multicultural group in emergency.

**Skill in:**

Organization and time management.

Strategic and critical thinking.
Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

Assembling and preparing data for report presentations.

Troubleshooting and problem solving related to emergency services.

Motivating, developing, and directing people as they work, identifying the best people for the job.

**Ability to:**

Plan, organize and direct an effective and comprehensive fire service program including suppression, prevention, investigation, emergency medical services and maintenance functions.

Effectively manage personnel, including the maintenance of discipline and performance standards.

Establish and maintain effective public relations.

Work irregular or protracted hours and respond directly to emergencies.

Perform occasional heavy and hazardous physical labor.

Meet and maintain physical standards.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.