

## **FIRE CHIEF-CITY OF BURKBURNETT**

### **General Summary**

The Fire Chief for the City of Burkburnett's Volunteer Fire Department is a Part-time position that serves under the City Manager. The Fire Chief is responsible for the administration of the Volunteer Fire Department and the EMS Department. The Fire Chief will also serve as the Emergency Management Coordinator under the Mayor, who is the Emergency Management Director. The Fire Chief ensures the protection of residents and property from fire, provides supervised Emergency Medical Services to the citizens of Burkburnett, and ensures that the City's Fire Code is enforced. Such work includes, but is not limited to, creating and maintaining department policies and budgets, ensuring required records are submitted complete and accurate, and providing all department services are continually monitored to prevent the loss of life and property by fire and/or emergency medical conditions.

### **Required Knowledge, Skills and Attributes**

- Sound judgment, professional conduct, commitment to service and community, and proven leadership skills are the prime factors of this position
- Manage the overall operations of the Fire and EMS Department
- Has a current Emergency Medical Technician (EMT) or Paramedic license
- Able to demonstrate the ability to maintain accurate records and prepare timely reports required by various city, state and federal organization and agencies
- Coordinates with neighboring cities in mutual aid contracts and negotiates and prepares the contracts

### **Essential Duties and Responsibilities**

#### **Administrative**

- Through the chain of command, the Fire Chief is responsible for the general direction, supervision of the fire department volunteers and the EMS Department including employee safety, training, job performance, hiring, and resolving personnel issues
- Prepares work schedules
- Develops and proposes to the City Manager the department's annual budget and strategic planning. Monitors and controls department expenditures, appropriations, grants acquisition and disposition
- Ensures monthly reports are completed on time for city, state, and federal organizations and agencies
- Attends City of Burkburnett Board of Commissioners Meetings, conferences and seminars at the request of the City Manager
- Maintains and implements city disaster preparation plans
- Ensures that all fire volunteers and EMS staff abide by the City's Personnel Policy
- Acts as liaison with the Burkburnett Police Department in cases of arson
- Performs other duties as assigned

### **Emergency Operations**

- Responds to alarms, administers initial emergency (care, response, and/or service) when necessary, and directs activities at the scene of emergencies, as required. Involved in site plan review of structures and inspects property for fire hazards and damage.
- Oversees all firefighting operations and fire prevention procedures including but not limited to, disaster relief and prevention, hazardous materials, flooding and flood damage prevention, and safety and risk management
- Ensures fire department apparatus and equipment are in good working order at all times and oversees the maintenance of fire station facilities
- Takes appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Familiar with the use of all required safety equipment and procedures
- Performs additional duties as assigned

### **Minimum Job Qualifications**

- ❖ High school graduate
- ❖ Certification from the Texas Commission on Fire Protection
- ❖ Nationally registered Emergency Medical Technician or Paramedic
- ❖ A valid Texas Class B motor vehicle license or CDL
- ❖ Five years of experience in a full-time fire suppression position or ten years in a part-time fire suppression position or will attain the required years of experience within one year of the appointment
- ❖ Five years of experience in a municipal fire department with at least two consecutive years in a supervisory position
- ❖ Ability to communicate effectively in writing and orally
- ❖ Knowledgeable in the use of computers and department software applications
- ❖ Respond to emergency calls when off duty

### **Physical Requirements**

Due to the nature of firefighting and emergency services, an employee in this position would be exposed to potential hazards such as extreme heat and smoke, unstable structures, live electrical lines, toxic gases, and bloodborne pathogens. Therefore, the employee is required to use protective clothing and equipment and must have the ability to pass annual physicals. The physical demands of this job also call for above-average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods. Requirements may include running, climbing stairs with a heavy load, jumping, twisting, bending, and lifting more than 100 lbs. The emergency situation sets the pace of work. During both emergency and non-emergency situations, the employee must be able to conduct unified voice communication in person as well as via portable radio and telephone.

Annual Salary-\$15,000 Part-Time Position