

FIRE CHIEF-CITY OF BURKBURNETT

General Summary

The Fire Chief for the City of Burkburnett's Volunteer Fire Department is a Full-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, 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
- Ability to manage the overall operations of the Fire and EMS Department
- Knowledgeable about current firefighting strategies and tactics.
- 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 the 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
- Certified structural firefighter through the Texas Commission on Fire Protection
- Must be at a minimum certifies as an EMT-Basic through the Texas Department of State Health Services EMT-Paramedic or Licensed Paramedic preferred
- 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
- Must hold an Advanced Structural Firefighter certification from the Texas Commission on Fire Protection
- Must hold a Fire Inspector certification from the Texas Commission on Fire Protection or be able to obtain one within one year of employment
- Must hold a Fire Investigator certification from the Texas Commission on Fire Protection or be able to obtain one within one year of employment
- Ability to communicate effectively in writing and orally
- Knowledgeable in the use of computers and department software applications
- Able to respond to emergency calls when off duty
- Must be able to obtain the Texas Commission on Fire Protection “Head of Department” certification with one year of employment

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 blood-borne 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.

Pay and Benefits

Benefits include 13 paid holidays, 15 paid vacation days, and 10 paid sick days annually. Also included, paid medical insurance and TMRS retirement at 7% with a 2:1 match by the city. The salary range is from \$68,000 to 78,000 DOQ.

Please submit your application by October 15, 2020.