

Fire Chief/Fire Marshal

Department: Fire Department

Division: Fire

Supervisor: City Manager

Salary: Exempt

Status: Full-Time

\$43,680.00 - \$66,560.00 Annually

\$3,640.00 - \$5,546.00 Monthly

\$21.00 - \$32.00 Hourly

Education and Experience: Bachelor's degree in Fire Science or a related field preferred, and five (5) years of progressively responsible work in fire management in a small city and/or county government structure, two (2) of which must be in a senior command level.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Certification by the Commission on Fire Protection Standards at the intermediate level or its equivalent as defined by the Texas Commission on Fire Protection Standards. Or eligible to be certified at the time of hire or will become eligible to be certified within one year of hire as defined by the Texas Commission on Fire Protection Standards.

Must be able to obtain State of Texas certification as a fire inspection specialist and arson investigator within first 12 months of employment.

General Purpose

Reporting directly to the City Manager the Fire Chief is the administrative head of the Fire Department. Directs, plans and coordinates activities of the Fire Department of the City of Alpine, Alpine Volunteer Fire Department and Brewster County Emergency Management Coordinator.

Typical Duties

- Leads the City's efforts in the preservation of life and property relative to fire prevention.
- Leads the City's community fire prevention and suppression efforts.
- Oversee the development and implementation of policy, services and volunteer levels.
- Monitors and evaluates the efficiency and effectiveness of Fire Department methods and procedures.
- Oversees fire fighter recruiting.
- Conducts investigations into City Ordinance violations, violations of other codes such as Health and Safety, Fire Safety, Fire Prevention and Protection, as well as filing reports with appropriate agencies as needed.
- Uses innovative outreach approaches to maintain and build community partnerships and outreach programs. Meets with community groups and make presentations.
- Coordinates fire activities with other law enforcement agencies and related organizations.
- Develops cooperative relationships with other City departments to foster service delivery improvements and problem-solving initiatives.
- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.
- Prepares a variety of reports (statistical, narrative, trend analysis, efficiency, etc.)
- Develops and coordinates Fire Department Training Programs and conduct s in-service training.
- Participate in the planning and development of department policy and procedures.
- Assist in developing and maintaining the Fire Department annual budget.
- Research and prepare grant applications and implement grant funded projects or activities.
- Performs other duties as required.

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Knowledge, Skills, and Abilities

- Ability in planning and organizing work of others.
- Ability to train others.
- Knowledge of municipal financial planning, budgeting and management.
- Knowledge of federal, state and city rules and regulations governing firefighting functions.
- Knowledge in criminal law and procedure, criminal investigation, and the rules of evidence as well as City Ordinances, Fire Code, Health and Safety Code
- Comprehensive knowledge in all major aspects of fire operations.
- Knowledge of emergency medical operations, particularly first responder services.
- Skill in planning, organizing, coordinating and directing the department programs.
- Ability to develop, implement and administer goals, objectives and procedures for providing effective and efficient services for the City of Alpine.
- Understanding of the general geography of Brewster County and the surrounding counties, and a thorough knowledge of the geography and characteristics of the City of Alpine; quickly interpreting computerized and physical maps, including identifying major landmarks and streets.
- Ability to work effectively and calmly in stressful and pressured emergency situations, while prioritizing workload and adopting effective courses of action.
- Execute oral and written instructions.
- Prepare clear, concise oral and written communication.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.

Other Job Characteristics

- Lift and carry items up to 50 pounds.
- Work rotating shifts, flexible hours, weekends, holidays, and extended hours.
- Exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name