



Kenedy County Fire and Emergency Services District No. 1 Fire Chief Job Description

Job Summary:

Performs a variety of technical, administrative, supervisory and operational work in planning, organizing, and training suppression, emergency medical services and fire prevention efforts to prevent and/or minimize the loss of life and property by fire, emergency medical and disaster situations.

Supervision Received:

Works under the general guidance and direction of the Kenedy County Board of Fire Commissioners and General Counsel. The Fire Chief is appointed by the Board of Fire Commissioners. The Fire Chief position is an "at will" position and serves at the discretion of the Board of Fire Commissioners. This position is a Fair Labor Standards Act exempt position.

Supervision Exercised:

Directly supervises the officers, firefighters and emergency medical staff with the assistance of subordinate officers. Supervises and/or participates in coordination of large scale emergencies with officials from other responding agencies.

Essential Job Functions:

- Establishes and maintains effective working relationships with Fire District Officials, County Officials, community organizations, volunteer firefighters, other fire departments and the general public.
- Makes and delivers effective verbal and written communications and reports.
- Speaks before public groups, Fire District and County Officials on the plans, programs and goals of the Fire District.
- Advises Fire District Officials and others on Fire District progress and actions.
- Responds courteously and tactfully to a diverse public in answering questions, explaining Fire District policies and handling questions and complaints.
- Plans, coordinates, supervise and evaluate procedures for fire and EMS operations.
- Drafts and advises on establishing standard operating guidelines for fire and EMS.

- Reviews Fire District performance and effectiveness.
- Reviews and recommends the implementation of new and innovative technologies.
- Formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation, presentation and spending of an annual budget for the Fire District.
- Plans for and reviews specifications for new or replacement equipment and vehicles.
- Responds to a variety of emergency and non-emergency incidents and provides supervision/participation at the scene as required.
- Controls the expenditure of Fire District appropriations.
- Supervise/conduct training sessions for volunteer officers/firefighters in all aspects of fire and EMS operations.
- Maintains Fire District discipline and takes corrective actions as necessary.
- Prepares/issues various written reports/letters/memos to the Board of Fire Commissioners, legal counsel and others as required.
- Meets with elected/appointed officials and others on all aspects of Fire District activities.
- Research, develop and present possible grant opportunities as they become available to offset costs to taxpayers for fire and EMS operations.
- Performs the duties of incident command personnel as needed and fulfills associated obligations.
- Coordinates with the private sector for resources to assist in large scale emergencies such as tractors, additional staffing, water sources, maps and other equipment as needed.
- Responsible for developing, editing and implementing portions of Kenedy County's Emergency Operations Plan.
- Responsible for performing other duties as assigned.

Minimum Qualifications:

- Graduation from high school or GED (graduation from a college or university with a Bachelor's Degree in fire science or related field is desired).
- Eight (8) years of experience in both fire and EMS work and five (5) years in a supervisory capacity.
- Must be certified to deliver a wide variety of fire and rescue training to volunteer firefighters and EMS personnel.
- Must possess a minimum of a State of Texas Class B driver's license (CDL desired).
- Must have appropriate computer skills that support the position of fire chief.
- Must possess and maintain appropriate personal physical requirements that allow the fire chief to participate in any and all emergency and non-emergency functions within the Fire District.