

## **Buda Fire Department Job Description**

**Job Title:** *Fire Division Chief*  
**Department:** Buda Fire Department / Hays Co. ESD #8  
**Reports To:** Fire Chief  
**FLSA Status:** Exempt  
**Prepared By:** Chief Huckaby  
**Approved By:** ESD Commissioners

### **GENERAL DESCRIPTION OF DUTIES:**

1. In the position of Fire Division Chief, the employee will assume the accountability and responsibility for the Fire Operations as an administrator and supervisor of all Fire Operations.
2. Performs a wide variety of administrative, technical, developmental and evaluative work in the daily operations and maintenance of fire operations.
3. At incident scenes, the Fire Division Chief will work within the Incident Command System as the highest-ranking Fire Officer.
4. The Fire Division Chief performs a variety of administrative, technical and supervisory work in planning, organizing and directing fire training, public education, and emergency medical services to prevent or minimize the loss of life by emergency medical conditions.

### **RESIDENCY REQUIREMENTS:**

1. Must be available to respond back to the district if required, for supervisory fire command assistance. This position requires that the Division Chief of Fire reside within thirty (30) minutes of the district boundaries of Hays County Emergency Services District #8 within 180 days of employment.

### **DUTIES & RESPONSIBILITIES:**

1. Plans, directs and exercises general supervision of departmental operations including but not limited to:
  - a) Supervise, coordinate, and monitor daily fire activities and performance.
  - b) Maintains coordination and working relationship with the Fire Chief and Division Chiefs.
  - c) Maintains all Compliance of Texas Commission on Fire Protection.
  - d) Acts as the liaison between the Buda Fire Department and other regulatory agencies.
  - e) Evaluate fire policies by keeping abreast of new methods and conducting studies of departmental operations.
  - f) Coordinate mutual aid plans, emergency responses, and other department activities with surrounding jurisdictions and outside organizations.
  - g) Coordinate to ensure compliance of a preventative maintenance program.
  - h) Design, implement and oversee a quality improvement program for field operations and makes recommendations on improving our fire service short and long term.
  - i) Coordinate field evaluations of new equipment.
  - j) Perform investigations and disciplinary procedures; maintain department discipline and the conduct and general behavior of assigned personnel.

- k) Supervise and coordinate the preparation and presentation of an annual budget for Fire Operations, direct the implementation of the fire budget, plan for and review specifications for new or replaced equipment.
- l) Translate data and findings into appropriate language for a wide range of users.
- m) Develops policies and procedures for FIRE services, tactics and training as may be required to meet the objectives of the system and the Department.
- n) Responsible for the orientation and in-service training of all fire employees.
- o) Assesses training levels of all department fire personnel. Establishes training goals for department members designed to meet or exceed the minimum training requirements of the department.
- p) Conducts fire public education programs, including giving talks, demonstrations, and presentations before community groups, schools and other organizations or institutions.
- q) Maintains a variety of data and records regarding training activities both individual and departmental. Prepares reports regarding department training activities as required. Maintains and monitors fire training records and files with assistance from the department Training Coordinator.
- r) Recruits, completes the pre-employment process and recommends to the Fire Chief candidates for the position of fire personnel.
- s) Carries out duties in conformance with Federal, State, County and local laws, Texas Department of State Health Services and Texas Commission on Fire Protection.
- t) With assistance from Training Coordinator; schedules and coordinates fire training to insure training, licenses, certifications, and other Departmental and regulatory requirements are maintained. He/she must retain a current hard copy on file at the station.
- u) Responsible for the Quality Assurance review of fire run reports.
- v) Attends advisory meetings, Hays County ESD #8 Commissioner Meetings, and other meetings affecting our fire service each month as scheduled.
- w) Attend conferences, meetings, and training to keep abreast of current trends in the field, represent the Buda Fire Department's Fire Division in a variety of local, county, state, federal and other meetings.
- x) Assists in other departmental administrative activities and duties as assigned.

\*These examples of duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Fire Division Chief must be and remain in a good working relationship with the Texas Commission on Fire Protection. He/she shall communicate with the ESD Board, Chief, Officers, and Buda Fire Department personnel.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

1. Must have current certification as EMT by the Texas Department of State Health Services.
2. Certified Firefighter Advanced by the Texas Commission on Fire Protection
3. Minimum of five (5) years' experience as Fire Line Officer or Higher.
4. Three (3) to Five (5) years of Management or Director Experience.
5. Bachelor's Degree (B.A.) or Advanced Degree from a four-year college or university.

**REQUIRED CERTIFICATIONS:**

1. Fire Officer I
2. Fire Officer II
3. Hazardous Materials Technician
4. Fire Service Instructor III
5. ICS 300/400/700/800 NIMS Series

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of modern fire instructional principles, procedures, techniques and equipment, incident command as demonstrated through State of Texas certifications, demonstrated knowledge of applicable laws, departmental standard operating procedures and regulations.
2. Skill in the operation of fire equipment, radio, office equipment, audio/visual equipment.
3. Ability to perform various data entry responsibilities in Microsoft Office Software products and related software. Assist with the compilation of and preparation of various reports, and function specific to the department.
4. Ability to effectively apply instructional techniques.
5. Ability to communicate verbal and written instructions.
6. Ability to establish working relationships with employees, other agencies, and the public.
7. Retains current required certifications.

**SELECTION GUIDELINES:** (May include the following)

1. Receipt of formal application; review of application; driving record and background verification; oral interview; final selection; recommendation for approval by Hays County ESD #8 Board of Commissioners; pre-employment physical with drug screening.
2. The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
3. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**SUPERVISORY RESPONSIBILITIES**

The Fire Chief assigns work in terms of general instructions. The employee works independently to accomplish tasks and meet deadlines. The Fire Chief spot-checks completed work for compliance with procedures and the nature and propriety of the final results. The Fire Division Chief supervises all employees and personnel within the Fire Operations Division. The position is responsible for the overall direction, coordination, and evaluation of Fire Protection and Delivery.

**QUALIFICATIONS**

Must be a citizen of the United States. Must have good moral character and habits, which may be substantiated by a confidential background investigation. Must be in good physical and emotional health. Must have a fluent command of written and spoken English and have legible handwriting. Must have no criminal record, excluding minor traffic violations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as those reflected in preparing an annual FIRE Operations budget.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment can be very loud. The work environment may include potential exposure to blood borne pathogens and/or infectious disease.