



251113 City of Kirby Fire Chief

Position: Fire Chief	Job Type: Full-Time
Job Duration: Indefinite	Salary Range: (DOQ)
Min Experience: 10+ Years	Min Education: H.S. Diploma/Equivalent
Required Travel: 0-10%	Salary – Type: Yearly Salary
Job Function: Fire & Emergency Services	Reports To: City Manager
FLSA Status: Exempt	

Job Summary:

The City of Kirby seeks a visionary Fire Chief. This position is appointed by and responsible to the City Manager for the effective, efficient, and legal conduct of the fire department and its employees. The Fire Chief performs technical, administrative, and supervisory work in planning, organizing, directing, and implementing all aspects of the fire department, including creating and maintaining department policies and budgets, ensuring required records are submitted complete and accurate, and ensuring all department services are continually monitored to prevent the loss of life and property by fire and/or emergency medical conditions.

Ideal Candidate:

The ideal candidate will possess experience in operations, fire prevention, safety, education, emergency prevention, arson investigations, community outreach, and recruitment. A solid background in fiscal management and budget oversight is essential. We seek a visionary leader with exceptional managerial capabilities, strategic planning expertise, and strong decision-making skills.

Principal Duties and Responsibilities:

The following duties are NOT intended to serve as a comprehensive list of all duties performed, but only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Management & Administration:

- Assumes full management responsibility for all department services and activities, including communications, emergency management, emergency medical service, and fire prevention divisions
- Develops and implements department goals, objectives, policies, and priorities; establishes appropriate service and staffing levels; allocates resources accordingly
- Monitors and evaluates service delivery methods and procedures; assesses workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs implementation of changes

251113 City of Kirby Fire Chief

- Plans, directs, and coordinates department work plan through subordinate-level staff; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures
- Acts as official departmental representative to City departments, City Manager's Office, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues
- Coordinates departmental activities with other departments and outside agencies; provides staff assistance to City Manager and City Council; prepares and presents staff reports and communications
- Attends City Council meetings and takes necessary action regarding Council agenda items
- Responds to and resolves sensitive inquiries and complaints from internal and external sources
- Provides staff support to boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in fire science
- Attends local and regional meetings as necessary
- Meets with other public safety officials, community and business representatives, and the public

Budget & Financial Management:

- Manages development and administration of department budget; estimates funds needed for staffing, equipment, materials, and supplies
- Directs monitoring and approval of expenditures; prepares and implements budgetary adjustments as necessary
- Reviews specifications for new equipment and makes procurement recommendations
- Formulates or recommends programs or policies to alleviate department deficiencies

Personnel Management:

- Selects, motivates, and evaluates department staff; provides or coordinates training and works with employees to correct deficiencies
- Implements and administers disciplinary and termination procedures
- Directly supervises Lieutenants, Firefighters, Emergency Medical Technicians and all assigned personnel, including volunteer members
- Administers collective bargaining agreement; maintains liaison with labor representatives; ensures maintenance of management rights
- Enforces policies and procedures to implement directives from the City Manager

Operations & Emergency Response:

- Responds to major alarms and natural or human-made disasters; personally directs fire suppression and other emergency service activities as necessary
- Serves as Incident Commander during emergency operations as needed
- Performs in the capacity of supervisor of fire and EMS scenes from firefighter to Incident Commander
- May perform at medical certification level in the field if required
- Responds to alarms and directs activities as required
- Organizes and directs personnel in emergency situations

251113 City of Kirby Fire Chief

Fire Prevention & Inspection:

- Inspects buildings and other properties for fire hazards and enforces fire prevention ordinances
- Reviews construction plans for compliance
- Researches and participates in developing alternative approaches to fire suppression, hazardous material handling, and fire and life safety codes

Training, Safety & Compliance:

- Develops and implements department safety and training programs to limit severity and number of on-the-job injuries and accidents
- Plans, organizes, and develops lesson plans in conjunction with Texas Department of State Health Services and Texas Commission on Fire Protection
- Conducts research and analysis of current and future fire/EMS issues and trends to ensure quality services
- Conducts and evaluates fire/EMS training activities and classroom instruction sessions
- Develops programs to validate employee skills per policy
- Performs ride-along with emergency vehicles to evaluate fire/EMS services under emergency conditions
- Assists in accomplishing organizational goals through program management and after-action review of fire/rescue incidents

Emergency Management:

- Involved with Emergency Management at local, county, state, and federal levels as needed
- Oversees, manages, and maintains City of Kirby response and recovery operations as assigned
- Provides technical and professional advice on emergency management annexes
- Assists Emergency Management Coordinator with citywide emergency management planning

Project Management:

- Schedules, coordinates, and manages various projects of varying degrees of difficulty, size, and complexity

Reports & Documentation:

- Prepares a variety of reports as necessary
- Ensures required records are submitted complete and accurate

Other Duties:

- May be assigned to perform any and all duties of lower classifications as necessary
- Performs other job-related functions as assigned or apparent

Required Knowledge, Skills and Abilities:

- Operational characteristics, services, and activities of fire prevention and suppression programs
- Organizational and management practices for program analysis and evaluation
- Advanced principles of municipal budget preparation and administration
- Principles of supervision, training, and performance evaluation

251113 City of Kirby Fire Chief

- Organization, function, and authority of various City departments
- Operation, maintenance, and uses of firefighting apparatus and equipment
- Federal, State, and local laws, codes, and regulations including Uniform Fire Code and Insurance Services Office (ISO) grading schedule
- Safety, DOT, workers' compensation, liability regulations and standards
- Incident command theory and basic factors that cause accidents
- Fire Prevention, Inspection, Investigation, Fire suppression, emergency medical services, and emergency management principles, procedures, techniques and equipment
- Applicable laws, ordinances, procedures and regulations
- Excellent written and verbal communication
- Analytical and critical thinking
- Crisis intervention and conflict resolution
- Professional, social, and interpersonal communication skills
- Ability to collaborate, negotiate, and build cohesive teams
- Operation of job-specific tools and equipment
- Proficiency in the use and care of firefighting equipment
- Develop, implement, and administer goals and objectives for effective fire suppression and prevention services
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of established goals
- Identify and respond to community and City Council issues, concerns, and needs
- Prepare and administer complex departmental budget and allocate limited resources cost-effectively
- Provide administrative and professional leadership and direction to subordinate staff
- Establish and maintain effective working relationships with City staff, officials, other government officials, community groups, public, and media representatives
- Plan, direct, and review fire suppression, fire and safety code compliance, emergency medical service, and hazardous materials emergency services
- Respond rapidly and effectively in emergencies
- Evaluate options for accident prevention
- Train and supervise subordinate personnel
- Perform work requiring good physical condition
- Communicate effectively
- Exercise sound judgment
- Effectively give and receive instructions
- Schedule, coordinate, and manage various projects of varying complexity
- Implement organizational changes that enhance operational efficiency
- Navigate unionized environments and foster collaborative relationships with labor and employee associations
- Analyze situations quickly and objectively to recognize actual and potential dangers and determine proper course of action
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures
- Perform a wide variety of duties and responsibilities with accuracy and speed under time-sensitive deadlines

251113 City of Kirby Fire Chief

Education, Certifications and Experience Required:

- High School Diploma or GED equivalent (required)
- Bachelor's Degree in Fire Science or Public Administration (preferred)
- Any combination of education, training and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted at the discretion of
- Valid Class B Texas commercial drivers' license (CDL)
- Advanced Structural Firefighter Certification from Texas Commission on Fire Protection
- Current EMT-B or Paramedic Certification from Texas Department of State Health Services
- Fire Service Instructor II Certification from Texas Commission on Fire Protection
- Fire Officer II Certification from Texas Commission on Fire Protection
- FSCEO from Texas A&M (TEEX) or Certified Fire Executive from Texas Fire Chiefs Academy
- Certificate of completions for NIMS 100, 200, 300, 400, 700, and 800
- Incident Safety Officer from Texas Commission on Fire Protection within (2) years
- Minimum of 10 years of experience in Fire and Emergency Services
- Minimum of 2 years at the rank of Captain or Higher
- Paramedic Certification from Texas Department of State Health Services preferred
- Master Firefighter Certification preferred

Physical and Environmental Conditions:

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.

Work Environment:

- Monday-Friday, subject to on-call status as necessary (may be altered at City Manager or Chief's discretion)
- Ability to respond to natural or manmade disasters
- Works in indoor office environments and outdoor emergency scenes
- Exposure to inclement weather, stressful situations, combative and/or intoxicated patients, blood borne pathogens, and scenes of violent trauma or death
- Frequently operates computers and office equipment

Physical Demands:

- **Standing/Walking:** Required during emergency responses, building inspections, and facility tours. Indoor conditions include concrete or tile. Outdoor conditions include gravel, dirt, concrete, and various terrain
- **Sitting:** Required while handling office paperwork, utilizing telephone, computer, and attending meetings
- **Reaching/Handling/Fine Dexterity:** Required when utilizing telephone, computer, and operating emergency equipment
- **Vision:** Required to perform all tasks associated with this job, including driving emergency vehicles and assessing emergency scenes
- **Pushing/Pulling:** Required when operating firefighting equipment and handling emergency apparatus

251113 City of Kirby Fire Chief

- **Kneeling/Crouching/Bending/Twisting:** Required during emergency operations, inspections, and when obtaining files and supplies
- **Climbing/Balancing:** Required during emergency operations, building inspections, and accessing various facilities
- **Hearing/Talking:** Required for radio communications, telephone conversations, and in-person communications with employees, emergency responders, and the public
- **Foot Controls:** Required while operating City and emergency vehicles
- **Lifting/Carrying:** Must possess the ability to lift objects, bend, stoop, crawl, stand, and walk for extended periods of time

Mental Requirements:

- Emergency or non-traditional work hours will be necessary
- Must maintain ability to work under pressure with numerous distractions while maintaining sound moral and ethical standards in service of the public
- Functional reasoning skills for analyzing complex problems requiring interrelated planning
- Situational reasoning skills allowing for the ability to exercise judgment, decisiveness, and innovation in situations involving broader aspects of the organization
- High level of initiative, enthusiasm, and motivation towards improvement of all aspects of the Kirby community
- Dependable, timely attendance; physically and mentally fit for assigned work

Screening Requirements:

- Must pass drug analysis test, physical exam, and background check

DISASTER SERVICE WORKERS CLAUSE

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from normal work assignments and may continue through the recovery phase of the emergency.

The City of Kirby is an Equal Opportunity Employer of Qualified Individuals. A City of Kirby application is required. Resumes are considered additional information, and accepted with a completed City application. Applications may be submitted online, in person at Kirby City Hall, 112 Bauman Street or through the Texas Municipal League website at www.tml.org.
