

INTERIM FIRE CHIEF

JOB SUMMARY:

To be the administrator of the Fire and EMS Department and ensure the protection of residents and property from fire; to provide supervised Emergency Medical services to the citizens of Kirby; and to ensure that building inspections are conducted according to the City and State standards.

ESSENTIAL JOB FUNCTIONS:

- Administers Fire and EMS operations.
- Directs scheduling of personnel and equipment.
- Directs firefighting, rescue and EMS operations.
- Maintains Equipment in working order.
- Prepares budget and long-range plans for department personnel, equipment, and station.
- Responsible for hiring of department personnel.
- Maintains a working relationship with the Emergency Services District.
- Performs related duties and fulfills responsibilities as required.

EXAMPLES OF WORK:

Manages the daily operations of the Fire/EMS department including personnel issues, staffing, payroll and purchase orders. Reports to state and federal agencies. Briefs City Manager on situations pertinent to the operations of the Fire/EMS department should the need arise.

QUALIFICATIONS:

High School education or its four years equivalency. Certification from the Texas Commission on fire Protection and Certification from Department of Health State Services, and five years' experience in a municipal fire department with at least two years in a supervisory position. A valid Texas Class B motor vehicle license.

PHYSICAL REQUIREMENTS:

- Walking, standing, lifting and occasional carrying.

WORK LOCATION AND HOURS:

- Office maintained at the fire station, multiple indoor/outdoor work locations.
- Normal hours consist of eight am to five pm, Monday through Friday, excluding holidays, but subject to call at anytime should the circumstance arise.

KNOWLEDGE, SKILLS AND ABILITIES:

- Manage the overall operations of the Fire Department.
- Manage the overall operations of the EMS Department.
- Participate in public events and functions.
- Attends ESD, city council and other meetings as necessary.
- Acts as liaison with the Police Department in cases of arson.
- Prepares and files various reports on departmental activities for city, state and federal officials and organizations.
- Coordinates with neighboring cities in mutual aid contracts and negotiates and prepares the contracts.
- Respond to emergency calls when off duty.