

HEWITT TEXAS

Job Title: Fire Chief
Department: Fire
Location: Hewitt Public Safety Facility
Reports to: City Manager
Date: 2/15/2018

Grade: 18	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Job Summary: Under general administrative direction, plans, organizes and directs the activities of the Fire Department in preserving life and property through fire prevention, fire suppression, city ordinance and code enforcement, and personnel management. Ensures procedures, policies, and organizational environment support the development of personnel into problem solvers and providers of superior customer service.

Essential Functions: Assume full management responsibility for all department services and activities. Develop department goals and objectives. Formulate, analyze, and assure implementation of procedures, policies, and guidelines for the operation of the department. Select, assign, promote, and discipline department personnel in accordance with policies, procedures, and FLSA. Attend meetings, conferences, and advanced training with other agencies and departments.

Develop records keeping systems and technical and activity reports to document the operation and needs of the department. Prepare annual department budget requests and estimates, and monitor expenditures.

Ability to remain calm and cooperative in difficult or emergency situations. Mental alertness and comprehension is pertinent in carrying out essential duties. Ability to conduct research and develop presentations on complex topics. Ability to learn, retain, and use technical information, equipment, and guidelines related to department operations.

Inform the City Manager on issues important to the provision of emergency services for the City. Confer with Lieutenants to provide operational support, general guidance, and direction to discuss problems, plans, and activities. Supervise safety and emergency preparedness activities. Evaluate department operations and create long range plans for

equipment, personnel, and facilities, anticipating future needs of the department and the City.

Attend City Council meetings and take necessary action regarding Council agenda items. Attend conferences and meetings to stay abreast of current trends. Perform other related duties as assigned by the City Manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Knowledge of advanced practices of fire administration and techniques of management. Knowledge of pertinent federal, state, and local laws, codes, and regulations. Knowledge of the geography of the city and the surrounding vicinity. Ability to effectively manage personnel, including maintenance of performance standards and appropriate use of disciplinary action. Ability to establish and maintain effective working relationships.

Required Education and Experience: Bachelor's degree in fire science, fire service management, public administration, or related discipline is required. Eight years of fire service experience, with at least four years in a responsible supervisory position in a professional fire agency. Advanced Firefighter and Department Head certification from the Texas Commission on Fire Protection. Emergency Medical Technician-B certification from the Texas Department of State Health Services. Possess a valid Texas Class B Driver's License.

Preferred Education and Experience: N/A

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Physical requirements include visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting and standing to perform essential functions. On occasion, lift and carry heavy weights, climb, walk, run, drive vehicles, crawl, stoop, push, pull, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing and use other emergency and firefighting equipment as required.

Machines, Tools, and Equipment: Computer, Firehouse Programs, Fire Apparatus, Hand Tools, Power Tools, Incident Command

Expected Hours of Work: Days and hours of work are Monday through Friday, 8am to 5pm. Occasional evening and weekend work may be required as job duties demand, including City Council meetings which are the 1st and 3rd Monday of every month.

Environmental Factors: While performing the duties of this job, typically works in an office environment. On occasion, may be exposed to outside weather conditions, toxic or caustic chemicals, risk of electrical shock, and explosives.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____