

**Brazos County Emergency Services
District #4 Job Description
Fire Chief**

Develops and coordinates plans for efficient and effective fire prevention, fire suppression and support service within the department's jurisdiction and makes recommendations to the Brazos County Emergency Service District #4 Commissioners, regarding the long term needs for maintaining and improving effective operations;

Administers, develops, recommends, and enforces department policies and procedures necessary for orderly departmental operations and maintain compliance with federal, state and local policy making entities;

Ensures that the department has adequate staffing, by recommending, drafting, organizing and implementing a progressive professional volunteer firefighter recruiting and retention program;

Annually recommends a proposed operational budget to the Brazos County Emergency Service District #4 Commissioners. Monitors expenditures for conforming to appropriations and purchasing regulations established by the department and the Emergency Service District;

Continually research, investigate and apply for alternative funding sources, including applicable federal, state and county grants, cost sharing programs, or matching fund initiatives; coordinate department applications with political representation to increase visibility of departmental requests;

Communicates effectively and courteously with customers, departmental supervisors and personnel, Emergency Service District Commissioners, public, vendors, contractors, and media in person, in writing, via E-mail and the internet, and by phone;

Responds to and resolves customer service complaints in a timely, effective and professional manner;

Attends training programs oriented to the duties of the Fire Chief;

Attends monthly VFD and ESD Board meetings. Report to the VFD Board of Directors of activities within the department and ESD.

Establishes, provides and oversees plans for current/future departmental training needs and goals, at all levels, providing support and direction to accomplish them and to ensure safe and effective operations;

Collects, disseminates and correlates requested and required information in monthly reports of fire department activities to the Brazos County Emergency Service District #4 Commissioners and fire department members;

Responds to emergency calls as necessary and may assume command and direct activities under department's jurisdiction and authority.

Essential Functions

Responsible for all fire department operations and activities, and ensure that all personnel are trained and qualified for the duties they are expected to perform;

Maintain communication among state and county representatives, area fire chiefs, Emergency Service District Commissioners and subordinates;

Establishment of goals, objectives and priorities for the continued operation of the department; delegate authority and responsibility for the achievement of the department goals, objectives and priorities;

Enforce rules, regulations and guidelines adopted by the Emergency Service District Commissioners;

Ability to supervise subordinates, maintain discipline, direct training and cooperate with officers and firefighters;

Determine, recommend and purchase the equipment necessary to execute the functions of the department;

Research federal, state and local grant possibilities and coordinate with political and fire industry representatives to draft positive grant applications;

Conduct interviews and determine eligible candidates for appointment/hire to and promotions within the department;

Preparation of a master plan for the future departmental operations;

Ability to complete written reports of fires, medical emergencies, inspections and investigations;

Possess the qualities necessary to inspire a professional volunteer fire department;

Establish organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;

Working knowledge of modern principles, practices and techniques of Emergency Services administration, organization, management and their application to specific situations;

Possess principles of public administration, including personnel management, training and budgetary control.