

**CITY OF GLADEWATER**  
**JOB DESCRIPTION AND PERFORMANCE REQUIREMENTS**

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<b>Department</b>	Fire	
<b>Job Title</b>	Fire Chief	<b>Grade 25</b>
<b>Responsible To</b>	City Manager	<b>FLSA Exempt</b>

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**Job Summary:** Directly responsible for proper and efficient operations of the Fire Department. The Fire Chief will supervise, regulate and manage the department and has control of all its personnel, activities, investigations and inspections, including fire safety education, fire protection, fire extinguishment, administration, and provides highly responsible technical assistance to the City Manager. The Fire Chief will assist the Emergency Management Coordinator (EMC) in all areas viewed as necessary as directed, and does related work as required.

**Job Functions:** Directs and manages all firefighting, fire prevention, and fire service activities of the City. The Fire Chief is responsible, through study and consultation with City Officials, for developing recommendations for the protection of life and property in the City.

**Principal Duties and Responsibilities:**

Administrative duties include planning, directing, and controlling departmental activities including recruitment of personnel, purchase of approved equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment.

The Fire Chief seeks advice and guidance from the City Manager on problems of policy and planning, and works independently in supervising technical operations; assists with the City's Emergency Management Coordination. The Fire Chief will also assist the City Manager in controlling/managing the departmental budget and capital improvement planning and projects.

Communicates effectively and courteously with the public and other city employees. Prioritizes heavy workload effectively.

Directs and coordinates the work of all the divisions of the Fire Department; deals with personnel issues; disciplinary action; citizen complaints; manpower needs; division problems; requests for funding; and policy development and review.

Organizes daily work; performs routine review and approval of payroll, overtime, material and cash requisitions, and other paperwork; reviews and responds to correspondence and phone calls.

Attends City Council meetings and other community functions; acts as liaison when coordinating with other fire departments, the Texas Fire Commission, or other agencies; makes speeches.

Provides broad direction for the department in budget and financial control, policies and procedures, and human resources issues; long and short range planning for the department.

Responds to and take command of firefighting personnel at major fires and other emergencies; directs the maintenance, repair, improvement, and replacement of firefighting equipment.

# CITY OF GLADEWATER

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Fire Chief

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### **Minimum Skills Required:**

- A. Must display the ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; also possess the ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format; and the ability to effectively present information to top management, public groups, and/or boards of directors.
- B. Must display the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; and the ability to apply concepts of basic algebra and geometry.
- C. The Fire Chief must display the 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.

### **Required Education, Degrees, Certificates, and/or Licenses:**

- A. Bachelor's degree preferred. A degree in Fire Services, Fire Administration, Public or Business Administration, Management or related field is preferred. (Seven years' experience as a paid Fire Officer role will satisfy the Bachelor's Degree requirement.)
- B. Intermediate Fire Fighter, Master Fire Fighter preferred, Fire Service Instructor II, and Fire Inspector Certification from the Texas Commission on Fire Protection (TCFP). Certification/licensed by TDSHS as a paramedic.
- C. Class B driver's license with firefighter exemption.
- D. Maintain continuing education hours as required.
- E. Emergency Management NIMS training; 100, 200, 300, 400, 700, 800.

### **Health Requirements:**

The Fire Chief 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; and talk or hear; frequently is required to sit and is occasionally required to taste or smell. Must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, and distance vision. The Fire Chief is exposed to moving vehicle traffic. The noise level in the work environment is usually moderate.

Maintain a degree of physical fitness necessary to perform all tasks outlined in this job description.