

City of Alamo
JOB DESCRIPTION

JOB TITLE:	Fire Chief	APPROVED BY CITY COMMISSION
DEPARTMENT:	Fire	DATE: <u>7.1.2024</u>
DEPT. NO.:	3900	SALARIED: X
SUPERVISOR:	Commission	HOURLY:
FULL TIME:	X	EXEMPT: X
PART TIME:		NON-EXEMPT:

JOB SUMMARY:

Responsible for providing vision, leadership, strategic planning and direction of a major department of the City as it related to fire suppression, fire prevention, emergency medical services and public education to protect lives and property in the City of Alamo. Employee is required to perform all similar or related duties

ESSENTIAL JOB FUNCTIONS:

Directs the administrative and operational activities of the department including all facets or personnel management, policy and procedure and safety: directs and evaluates the activities of the Fire Marshal; directs city's fire defenses and the location, layout, and construction of new fire stations; responds to and takes command of firefighting personnel at major fires and other emergencies; directs the maintenance, repair, improvement, and replacement of firefighting equipment; makes special studies for the City Manager on various phases of departmental operations; prepares annual budget estimates and administers the budget after adoption; represents the city at meeting and functions for the purpose of promoting fire safety. Occasionally works in an out-of-door environment subject to extreme temperatures and inclement weather, and intermittent exposure to dust, fumes and loud noise intensity; maintains physical activity over prolonged periods of time including standing, walking, kneeling and stooping in awkward positions, and moving / lifting heavy objects up to 100 pounds.

OTHER JOB FUNCTIONS:

Must meet minimum standards for the head of the Fire Department set by the Texas Commission and must be certified through the Texas Commission on Fire Protection.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Inside/outside extreme temperatures and inclement weather, exposure to dust, fumes, loud noise intensity, damp/wet area, ladder climbing, driving fire truck, defensive driving awareness, prolong standing, walking, kneeling, stooping, moving/lifting heavy objects.

EDUCATION, WORK EXPERIENCE, CERTIFICATIONS AND LICENSES REQUIRED:

- Master Fire Fighter Certification by the Texas Commission of Fire Protection
- Associate's Degree in Fire Science, Public Administration, Business Management or related discipline required

- Ten (10) years of experience in firefighting, fire rescue, fire prevention and education

KNOWLEDGE AND SKILLS:

Supervisory experience, knowledge of principles, practices, budget, EMS, emergency management, fire prevention, fire control, and techniques and equipment employment; also, local, state and federal laws and regulations, codes; use and nomenclature of apparatus and equipment used in firefighting. Ability to work under stress and work well with others.

The above duties describes the chief function of the job and is not to be consider detailed description of every duty of the job.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

Employee (print name): _____

Sign: _____

Date