



Town of Hollywood Park

★ Incorporated 1955 ★

FIRE CHIEF JOB SOLICITATION

Position:	Fire Chief
Location:	Town of Hollywood Park, TX 78232
Reports To:	Mayor
Salary Range:	Commensurate & Negotiable with Experience & Education
FLSA Status:	Exempt

OVERVIEW OF TOWN & DEPARTMENT

The Town of Hollywood Park (“Town”) is an established community nestled in the north central part of San Antonio, Bexar County, TX. The Town’s jurisdictional area is about 1.5 square miles and consist of approximately 3,200 residents making up 1,200 households and 175 commercial businesses. The Town was established in 1955, and the community prides itself on having a small town feel with large home lots and free roaming deer and wildlife in the town. The Town is a General Law Type A city with a mayor-council form of government. The Town staffs a full-time Police, Fire, Code Enforcement and Public Works Departments.

The Fire Department was established in 1958 as a “volunteer department” but for the past 50+ years, the Department has been operating with a fully paid staff. The Department consists of a single station that responds to all hazards in the community, provides first responder medical service, and has a contracted ambulance service for transport services. The Department staff consist of 12 full-time Firefighter/EMT’s, 4 Paramedics, 10 part-time Firefighter/ EMT’s, and Fire Chief. The Department runs a 48/96 schedule with a 4-person minimum shift to include a Lieutenant, a Driver/Engineer, and 2 firefighters. The fleet consists of a 2023 Pierce Ascendant® 100’ Heavy-Duty Aerial Tower, 2009 Pierce Velocity Recue Pumper, 2016 F-250 Medical Squad, and a 2014 Ford Explorer Command vehicle. The department averages 750 calls for service annually with 50% of the calls being medical based.

JOB SUMMARY

Under the general direction of the Mayor, the Fire Chief serves as the Town’s Chief Fire Official, Fire Marshal, and Emergency Management Coordinator. The position requires knowledge and proficiency in all three skill sets. The Fire Chief position requires extensive knowledge of and experience with the principles, procedures, equipment and apparatus used in fire suppression; emergency medical services; hazardous material response; rescue operations; emergency management planning; extensive knowledge of laws, ordinances, rules and regulations pertaining to the operation of a fire department; considerable knowledge of the principles of building construction; public education programs; and the human relations skills necessary to deal effectively with personnel and the public. The Fire Chief will be responsible for management of the Department’s personnel, operations, and its \$1.6 million budget. Work schedule for the exempt FLSA position is whatever time is required to manage the Department but typically the hours are 8 am to 5 pm, Monday through Friday, and a required attendance at City Council meetings held the third Tuesday of each month.

QUALIFICATIONS

- A minimum of 10 years of experience in a municipal, county or regional fire agency or equivalent is required, with a minimum of five years command/administrative supervisory experience. An equivalent combination of education, training and experience is acceptable.
- Associate degree (bachelor's degree preferred) from an accredited college or university in Fire Science, Business Administration, Public Administration, or a closely related field.
- Advanced Structure Firefighter Certification through TCFP (Texas Commission on Fire Protection.).
- Advanced Fire Inspector Certification through TCFP or higher.
- Basic Fire/Arson Investigator Certification through TCFP or higher.
- Fire Officer II Certification through TCFP or higher.
- Fire Instructor I Certification through TCFP or Higher.
- Plan Examiner I Certification through TCFP.
- Basic TCOLE Peace Officer Certification w/Basic Fire/Arson Investigator Certification thru TCFP or higher.
- Certified by the Texas Department of State Health Services as an EMT-B or higher (paramedic preferred).
- TEEX FSCEO or NFA EFO Graduate. (preferred)
- Must have NIMS 100, 200, 700, and 800 certifications.
- Minimum of a Class "B" driver's license or able to obtain it during probationary employment period.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The principal duties and responsibilities may include the following. This is not a comprehensive list of all functions and duties performed by the Fire Chief. Duties and responsibilities which are not listed below may be requested by the Mayor as required.

Management

Administrative

- Oversee daily operations, activities, programs and services of the Fire Department.
- Develop, plan and implement goals and objectives relating to fire department operations.
- Recommend and administer fire policies and procedures.
- Comply with all written department and City policies and procedures.
- Plan, organize and direct the departmental operations of fire suppression, prevention and emergency medical activities.
- Coordinate and direct the provision of departmental support services including station, hydrant and equipment maintenance, in-service training and fire inspection.
- Maintain department efficiency, effectiveness, and safety.
- Project additional funds needed for staffing, equipment, materials and supplies.
- Participate, oversee, and manage the administration of the department budget, budget projections and justifications for the annual budget.
- Serve as a member of the City's management team; provide information and recommendations regarding operations.
- Develop strategic long-range and short-range plans to determine goals and objectives for the department.
- Coordinate the preparation of a variety of technical and departmental activities, reports and records.

Personnel

- Interact and consult with senior fire staff regarding overall management, staff motivation and morale.
- Initiate policy development and implementation providing direction and vision.
- Review and assign staff resources as needed to achieve objectives of programs and services while monitoring safety and personnel issues.

- Conduct problem solving sessions with other personnel for internal personnel issues, investigations, and coordination of services to best meet department and community needs.
- Coordinate selection, training and motivation of personnel and evaluate progress.
- Monitor employee performance objectives and review shift activities.
- Ensure department personnel receive training/continuing education as necessary and as the budget allows.
- Work with employees to correct deficiencies; implement discipline and termination procedures.
- Ensure bi-weekly payroll timesheets are processed accurately and efficiently for submission to Payroll.

Fire Suppression and Emergency Medical Services

- Coordinate Fire Department activities with other City departments and divisions, as well as with outside agencies including other fire departments involved in a mutual response agreement.
- Respond to major fire alarms and personally direct fire suppression activities as necessary.
- Train employees in current fire suppression techniques.
- Research equipment needs specifications and costs.
- Direct the City's emergency fire program.
- Coordinate with the City's EMS service provider.
- Respond to medical calls and treat patients as necessary.

Fire Prevention

- Direct, coordinate and schedule fire inspection activities.
- Manage the enforcement of fire prevention codes.
- Coordinate fire prevention education.

Emergency Management

- Provide oversight for all emergency management operations.
- Manage and respond to large and moderate scale emergency operations and incidents.
- Coordinate emergency management activities and ensure mandated reporting is submitted.
- Provide training when necessary.

Public Relations

- Respond to the complaints and requests for information.
- Represent the City in meetings with individuals, community groups, professional organizations, and leaders to determine needs and issues of the community.

Other Duties

- Promote safety in all aspects of the Fire Department.
- Prepare presentations and management level reports as needed.
- Travel to attend meetings, conferences and training.
- Ensure required reports are submitted to regulatory entities.
- Perform other related duties as assigned by the Mayor.
- Regular and consistent attendance of the assigned work hours is essential.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May require standing, sitting, and walking.
- Must be able to sit or stand for extended periods of time.
- May be subject to light to heavy lifting, carrying, bending, reaching, kneeling, pulling, and crouching.
- Must be able to work in extreme temperatures.
- Must be able to work in stressful situations.
- May be exposed to harsh conditions associated with providing firefighting, EMT, rescue operations, or emergency/hazardous management services.

BENEFITS

- TMRS retirement at 6% with city 2 to 1 match
- Health, Vision, Dental, and Life Insurance
- Optional supplemental insurance benefits
- Paid Vacation Leave
- Paid Sick Leave
- 14 Paid City Holidays
- Longevity Pay
- Paid Fire and EMS CE
- Certification Pay

SUBMISSION DETAILS

Applications may be obtained from the Town located at 2 Mecca Dr. Hollywood Park, TX 78232 or from the Town website at www.hollywoodpark-tx.gov. All applications must include a resume, copies of all required certificates/licensures, and three references that are not former Town employees or relatives. A DD214 is required for all prior military service. Applications will be considered incomplete unless all instructions have been followed, and any applicants who turn in an incomplete application will be ineligible. Contact Jeannette Huggins with any additional questions. jhuggins@hollywoodpark-tx.gov or 210-494-2023 ext. 222.

The Town of Hollywood Park is an Equal Opportunity Employer, which provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status or any other characteristic protected by state, federal or local law.