



Atascocita Fire Department Harris County ESD No. 46

18425 Timber Forest Dr.
Atascocita, Texas 77346
Voice 281-852-2181 Fax 281-852-3192
Federal ID# 76-0693285
www.avfd.com



POSITION POSTING

Harris County Emergency Services District #46 (ESD #46)/Atascocita Fire Department is currently seeking qualified candidates for the position of **Assistant Chief - Operations**.

Position Summary

Due to the nature of the work involved and the flexible nature of its responsibilities, this position does not allow for employment outside of the Atascocita Fire Department. This position provides oversight and management of the operational functions of the department, which may require additional hours at night and on weekends to meet expectations. The Assistant Chief-Operations serves as an advisor to the Chief of Department and works collectively with the Assistant Chief-Administration to formulate policy and procedure recommendations, for presentation to the Chief of Department for approval. This position requires a vast amount of managerial ability, effective teamwork, decision making skills and dedication to the mission and goals of the Department. This position reports directly to the Chief of Department who will review the holder's performance on a regular basis.

Schedule

Forty hours plus, flexible to department needs, work week.

Compensation Package

- Starting Salary range: \$90,000-\$97,000 (dependent on education and experience) Annually
- Medical, dental and vision insurance, 100% paid premium for employee, 80% paid premium for dependents
- Monthly HSA/HRA contribution by the department
- TCDRS retirement, 6% employee contribution, 175% employer match
- Life insurance, 100% paid premium for employee (1x salary + \$25,000)
- SFFMA membership including additional Accidental Life and AD&D policy
- Short Term Disability
- Long Term Disability
- Two weeks of Paid Time Off (PTO)
- Six Paid Sick Leave days
- Nine paid holidays

Minimum Qualifications

- Four-year degree in one of the following disciplines, or a similar field: fire science, emergency management, business management, emergency services management
- Ten or more years of municipal fire service experience, in a career or combination department, reflecting increasing levels of responsibility
- Three years of recent, uninterrupted, municipal fire service management experience, in a career or combination department (Battalion Chief or higher)
- National Registry and/or Texas DSHS certification as and EMT
- Valid American Heart Association - Healthcare Provider CPR certification



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- Valid Texas Class B Drivers' License
- TCFP Advanced Firefighter
- TCFP Driver Operator (Pumper and Aerial) (or NFPA equivalent)
- TCFP Fire Officer IV (or NFPA equivalent)
- NIMS 100, 200, 300, 400, 700 and 800 certifications
- Reside no more than 15 miles from the ESD No. 46/Atascocita FD Headquarters

Schedule of Events

Job Posting Closes: Monday, April 12, 2021 @ 8 AM

Evaluation of Applications: April 12-16, 2021

Assessment Center: May 1, 2021 @ 8 AM – 5 PM

Conditional Job Offer: May 3, 2021

How to Apply

Submit application letter and CV/resumé to:

Atascocita Fire Department
c/o Mary Anne Sokol
18425 Timber Forest Dr.
Humble, TX 77346

Please provide a copy of all verifying documentation (i.e.: driver's license, certifications, diplomas, etc.) appropriate to the position along with a salary history and a list of three to five personal (non-family) and five professional (non-family) references with your submission. Reference lists will include contact information for each reference. Failure to include valid contact information will result in summary disqualification.

POSITION DESCRIPTION

Position Title: Assistant Chief-Operations
Work Location: Headquarters/Field
Department: Operations

Reports To: Chief of Department
Position Type: Full-time Paid, Exempt
Prepared by: Mike Mulligan

Approved By:



Date: 2/19/2021

POSITION SUMMARY:

The Assistant Chief-Operations is a full-time, salary exempt position that works a standard 40 hour plus work week. Due to the nature of the work involved and the flexible nature of its responsibilities, this position does not allow for employment outside of the Atascocita Fire Department. The position provides oversight and management of the operational functions of the department, which may require additional hours at night and on weekends to meet expectations. The Assistant Chief-Operations serves as an advisor to the Chief of Department and works collectively with the Assistant Chief-Administration to formulate policy and procedure recommendations, for presentation to the Chief of Department for approval. This position requires a vast amount of managerial ability, effective teamwork, decision making skills and dedication to the mission and goals of the Department. This position reports directly to the Chief of Department who will review the holder's performance on a regular basis.

REQUIRED CREDENTIALS/QUALIFICATIONS:

- Four year degree in one of the following disciplines, or a similar field: fire science, emergency management, business management, emergency services management
- Ten or more years of municipal fire service experience, in a career or combination department, reflecting increasing levels of responsibility
- Three years of recent, uninterrupted, municipal fire service management experience, in a career or combination department (Battalion Chief or higher)
- National Registry and/or Texas DSHS certification as and EMT
- Valid American Heart Association - Healthcare Provider CPR certification
- Valid Texas Class B Drivers' License
- TCFP Advanced Firefighter
- TCFP Driver Operator (Pumper and Aerial) (or NFPA equivalent)
- TCFP Fire Officer IV (or NFPA equivalent)
- TCFP Instructor II (or NFPA equivalent)
- TCFP Incident Safety Officer (or NFPA equivalent)
- Blue Card IC Certification
- TFCA - Chief Fire Executive
- Texas A&M - Fire Service Chief Executive Officer
- NIMS 100, 200, 300, 400, 700 and 800 certifications
- Reside within 15 miles of the ESD No. 46/Atascocita FD Headquarters

DUTIES and RESPONSIBILITIES

- Regular and reliable attendance at work
- Responds to emergencies within and outside of the Department's service area as dictated by Department needs and as assigned by the Chief of Department
- Command responsibility at emergency and non-emergency incidents
- Works 40 hours or more per week, without additional compensation to perform assigned duties, including weekends, evenings, early morning hours and holidays as required
- Assume responsibilities of the Chief of Department when designated
- Attend monthly ESD meetings
- Demonstrates superior customer service, efficiency and fiscal responsibility

- Demonstrates commitment to the Department, its goals, objectives, mission, vision and values
- Manages in accordance with the organization's vision, mission and core values
- Supervises subordinate employees through direct observation and evaluation of work product and output
- Manages budgeting and planning for areas of responsibility
- Proposes and manages projects of own design as well as managing projects assigned by the Chief of Department
- Works with the Assistant Chief-Administration to formulate policies and guidelines for the effective delivery of Department services
- Conducts sundry investigations as directed by the Chief of Department
- Manages disciplinary actions as warranted by investigation results
- Performs scheduling and management of all staffing
- Conducts ongoing training needs assessment
- Coordinates of training needs, requirements and events with the Assistant Chief-Administration
- Ensures operational readiness of all resources
- Ensures organizational alignment with department goals and objectives
- Serves as a liaison between the department and local, state and federal agencies, as required
- Monitors department radio so as determine the need to respond
- Monitors department issued/funded cell phone and answers department related calls when received
- Conducts performance reviews on subordinates at least annually
- Performs any other duties as assigned by the Chief of Department

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge of and familiarity with philosophies managers/leaders need to discharge their duties (i.e.: budgeting, human resources, progressive discipline, logistics, etc.)
- Knowledge of and familiarity with laws, policies and rules relating to the management and supervision of emergencies and personnel
- Knowledge of and familiarity with fire fighting/suppression principles, practices and procedures
- Knowledge of and familiarity with emergency medical principles, practices, procedures and protocols
- Knowledge and understanding of executive level management skills
- Knowledge and understanding of incident management principles
- Ability to maintain managerial control and leadership presence under extremely stressful conditions
- Perpetual acquisition of knowledge regarding new management practices to improve efficacy and efficiency
- Ability to develop plans and programs that will improve service delivery to and the safety of the public
- Possess a high degree of self discipline and composure
- Perform a broad range of supervisory responsibilities over others
- Ability to perform all assigned duties and responsibilities
- Produce professional quality written documents with clearly organized thoughts, using proper English sentence structure, punctuation and grammar
- Communicate effectively via written and verbal means; one-on-one, in group settings, as a presentation or via telephone
- Work cooperatively with all Department stakeholders, other agency counterparts and the public
- Able to manipulate Department operations software (i.e.: TargetSolutions, ESO, Google Suite, Netsuite, etc.) proficiently
- Assess subordinates' behavior to ensure compliance with prescribed operating and safety standards
- Able to understand and follow oral and written instructions in the English language
- Able to rely on all senses to determine the nature of an emergency and make operational decisions
- Make life and death decisions during emergency situations

- Learn job related material through structured lecture, reading, oral instruction and observation. This learning may take place in a classroom, virtually/online or on-the-job training environment
- Ability to use a Self Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious waste
- Ability to work safely without presenting a direct threat to self or others
- Ability to work in such a manner that promotes a positive work environment, free of harassment and discrimination

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

WORK ENVIRONMENT:

This position will spend approximately 70% of the time in an office or meeting environment, 20% of the time in a vehicle and 10% of the time outside during emergency events.

PHYSICAL DEMANDS:

- Able to use all senses
- Able to stand, walk, climb, bend and lift (up to 50lbs.) daily
- Must be physically fit enough to carry out fire suppression or rescue operations at an emergency scene

ESSENTIAL POSITION

The types and levels of emergency services provided by the Department, together with a consideration of the configuration of the Fire Department dictates the essential job functions of the Department members. This position is essential to the provision of those services before, during and after a disaster. Members in this position may be required to report prior to or remain on duty during a man-made or natural disaster despite a general evacuation order for the area. Members are also expected to remain available for their normal shifts and for recall to emergency duty, at the direction of the Chief of Department. Members in this position are specifically advised to plan accordingly for these circumstances.

ADDITIONAL REQUIREMENTS

The statements contained in this job description reflect general details to describe the principal functions, level of knowledge and skill typically required and the scope of responsibilities associated with this position. It should not be construed as an exhaustive or all inclusive list of work requirements. Individuals may perform other duties as assigned, work in other divisional areas to cover for absences, equalize work during peak periods and/or otherwise balance workload.

