



## **Bulverde Spring Branch Fire & EMS Seeks**

### **Division Chief**

Bulverde Spring Branch Fire & EMS is currently accepting applications to fill a Division Chief position.  
Applications will be accepted until 1600hrs Friday, **September 6, 2024**.

You may **obtain** an application by visiting [www.bsb911.com/employment](http://www.bsb911.com/employment) or request an application by emailing [hr@bsb911.com](mailto:hr@bsb911.com)

**Submit** your cover letter, application, and resume via email to [hr@bsb911.com](mailto:hr@bsb911.com)

#### **Position Requirements:**

- Certified by the Texas Department of State Health Services - EMT-Paramedic (Preferred).
  - A non-Paramedic selected candidate will be enrolled in a Paramedic course within 12 months of accepting position and must become a certified Paramedic with a 36 months deadline.
- Certified by the Texas Commission on Fire Protection Officer 2, Instructor 2, Driver Operator.
- No felony convictions, DWI, drug related offenses, family violence, or crimes of moral turpitude.
- See Job Description for further details.
- Minimum 5 years field experience.
- Minimum 3 years leadership/managerial experience.

#### **Applicants must submit:**

- 1) Completed Department application – can be obtained at [www.bsb911.com/employment](http://www.bsb911.com/employment) or requested from [HumanResources@bsb911.com](mailto:HumanResources@bsb911.com);
- 2) Copy of EMT-Paramedic certification with the Texas Department of State Health Services;
- 3) Copy of all Texas Commission on Fire Protection certifications;
- 4) If applicant has a Texas Driver's license, will need to submit Type 3A Certified driving record, obtained from the Texas Department of Public Safety website. A copy can be obtained and printed from [www.texas.gov](http://www.texas.gov), then "Find Services" tab, then "Request Licensee Driver Records" link.
- 5) Copy of valid Driver's License.

A copy of current Texas DPS FAST background check is optional but **highly encouraged**.

Contact Human Resources for further clarification and/or assistance at [HR@bsb911.com](mailto:HR@bsb911.com) or 830.228.4501.

## **Salary and Benefits:**

- Base salary range for Full-time FF/EMT-Paramedic **\$94,500 to \$123,301**. Depending on qualifications and former experience. Both will be taken into consideration.
- **100% Employee and 100% Dependent Health, Dental, and Vision Coverage** paid by Department
- Established 20yr Pay Step Plan
- Generous Paid Time Off with regular increases in PTO accrual rate
- \$250,000 Life Insurance Policy - Department Paid
- Free "Tele-doc" service for access to doctors 24/7 for all family members
- Agency provided Short and Long-Term Disability Insurance
- Retirement Plan - 401(k) with 2:1 match up to 7%
- Tuition Reimbursement of \$1000 per year
- Reimbursement toward Gym Membership
- All Uniforms provided
- 7 Projected Future Stations
- Career Development
- Paid Additional Training Opportunities

**JOB TITLE:** Division Chief - Fire/EMS

**FLSA:** Exempt

**REPORTS TO:** Assistant Chief

**DATE:** Feb. 2023

**GENERAL DEFINITION OF WORK:**

Position reports to the Assistant Fire Chief and provides Administrative and Supervisory oversight of the Battalion Chiefs. This position may be called upon to function in the role of the Assistant Chief or Battalion Chief from time to time

**ESSENTIAL JOB FUNCTIONS:**

1. Responsible for providing leadership and training execution of Direct and subordinate level managers, department activities including administrative, fire suppression and prevention, rescue, emergency medical treatment, hazardous materials response, **training programs**, and equipment maintenance and repair.
2. Responsible for planning execution and the implementation of the sub-department's short-and long-term goals, objectives, and strategies in accordance with stated mission.
3. Responsible for reports on sub-departmental activities and supervise others in the preparation of required reports.
4. Involved and provides input to the staff Comptroller, Human Resources, and Public Information.
5. Involved in the development and administration of annual departmental budget; evaluate needs and make recommendations for construction and purchase of apparatus and equipment.
6. Involved in monitoring and evaluate the efficiency and effectiveness of services provided, evaluate new trends, practices continuous improvement process, cost saving initiatives, and innovations in the field of fire and EMS services in accordance with current SOG's, SOP's, policies and procedures, review operational standards and policies for the department and implement procedural improvements as reviewed and approved.
7. Ensure knowledge and understanding of current operational standards, policies and procedure through all ranks. Ensure communicate to all ranks any changes or additions to SOG's, SOP's, policies and procedures
8. Involved – Executes emergency management plan for the department and serve as the department liaison with surrounding municipalities and government agencies to coordinate mutual emergency management plans.
9. Involved - Oversee and approve the selection, assignment, training, promotion, evaluation, and discipline of all fire and EMS personnel. Develop testing processes as required for promotional opportunities.
10. Involved - Represent the department at a variety of meetings, public functions, and conferences to provide and obtain information and to promote and coordinate department activities and vision.
11. Accountable - Respond to emergencies as required, assume command when appropriate or necessary, perform the full range of duties of a Firefighter and Paramedic including operation of fire apparatus and providing emergency medical care as needed.
12. Ensure the compliance of departments credentialing requirements, State and local requirements of all staff.
13. Ensure the departments compliance with DSHS and TCFP requirements, reporting, renewals and inspections.

**OTHER JOB FUNCTIONS:**

1. Involved - Develops business plans to utilize technology to improve processes.
2. Input - Maintains up to date Employee Handbook and execution of rules.
3. Perform related tasks as required.
4. Accountable and Involved - Ensure all files, to include but not limited to, employee personnel file, training, discipline, are maintained in a secure and orderly manner.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough up to date knowledge of fire administration, personnel management and budget administration
- Thorough up to date knowledge of fire suppression, rescue and emergency medical services principles, practices, apparatus, equipment, techniques and methods.
- Thorough knowledge of local, state and federal laws and requirements governing fire/rescue services.
- Ability to construct budgets, analyze financial data, and adjust business plan to achieve targets.
- Knowledge and execution of credentialing requirements and training certification as required.
- Knowledge of radio and telephone communications systems and methods of operation within county. (911 system)
- Ability to prepare technical and administrative recommendations and reports.
- Ability to handle confidential and sensitive material in a highly professional manner.
- Ability to plan and schedule the work of others and to supervise, motivate, and evaluate staff.

- Ability to speak effectively before officials and citizen groups.
- Ability to communicate effectively, both orally and in writing.
- Demonstrated skills and efficient use of Word, Excel, PowerPoint, Quick Books, Microsoft 365 to include email, file management and reference.
- Knowledge of all installed computer programs to include but not limited to scheduling, retention, and employee files.
- Physical ability to perform essential job duties.

## QUALIFICATIONS

- ❖ Preferred - Associate Degree in Emergency Management or similar degree program from accredited institution. (Qualification may be waved in lieu of experience, credentialing and other professional fire/EMS training)
- ❖ Financial and human resource acumen to include Budgeting, P&L, Business management, performance indicators, Forecasting, Demand Analysis, Benchmarking, Deployment modeling and process improvement.
- ❖ Knowledge of Federal, State and Local laws and Administrative Code.
- ❖ Preferred - TCFP Certifications for Firefighter Master
- ❖ TCFP and Texas Department of State Health Services Certification.
- ❖ TCFP Instructor Level 2 certification or equivalent, preferred instructor 3
- ❖ TCFP Officer 2 certification or equivalent, preferred Officer 3
- ❖ ICS 300, 400 certifications
- ❖ Minimum of 5 Years of field experience
- ❖ Minimum of 3 Years of Previous Job Supervisor experience in senior leadership position
- ❖ Paramedic Certification
- ❖ TCFP Advanced Structure Fire Suppression certification
- ❖ TCFP Driver/Operator or equivalent
- ❖ Ariel Operator Certification – preferred
- ❖ Water Rescue Level 1 preferred
- ❖ Certification in High Angle Basic – preferred
- ❖ TCFP Wildland Fire Fighter or equivalent – Basic Level
- ❖ TCFP Certified in Hazardous Material Awareness or equivalent Technician level preferred
- ❖ Texas Divers License – Class B
- ❖ Must have corrected vision of 20/20, not be color blind and hearing that meets communication requirements of the position.
- ❖ Must speak English with Spanish preferred as second language.
- ❖ Preferred: Successful completion of National Fire Academy Executive Fire Officer Program
- ❖ Preferred Education and Experience
  - Course Coordinator for TCFP
  - Previous Rank Experience – Minimum Battalion Chief

## Leadership Competencies

- 📌 **Character:** Exhibits behavior recognized by peers as trustworthy, respectful, responsible, concerned, consistent, and congruent with Department values.
- 📌 **Interpersonal Skills:** Maintains confidentiality, actively listens to others, maintains composure, and remains receptive to others' ideas. Problem solves and communicates with all levels when issues arise.
- 📌 **Initiative:** Promotes ingenuity, creativity and resourcefulness. Seeks improvement, challenges staff, encourages participation, and stays current in the profession.
- 📌 **Communication:** Speaks clearly in a variety of situations; listens, clarifies message received. Participates in meetings; provides timely response to inquiries.
- 📌 **Visionary Leadership:** Displays passion and optimism. Inspires respect and trust; leads others to fulfill the District's and Department's Vision. Provides leadership and inspiration to peers and subordinates.
- 📌 **Public Service:** Responds promptly to requests/questions from Department staff, Board members and general public professionally and courteously; fulfills commitments.
- 📌 **Health & Safety:** Promotes safe working practices; supports an environment of mental and physical well-being.
- 📌 **Attention to Detail:** Demonstrates accuracy and observation of records and reports
- 📌 **Ethics & Values:** Adheres to an appropriate and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values; true to self.
- 📌 **Integrity & Trust:** Widely trusted and seen as direct and truthful; can present the truth in an appropriate and helpful manner; keeps confidence; admits mistakes; does not misrepresent self for personal gain.

## WORKING CONDITIONS:

- 📌 Requires field supervision.



- ✚ Requires mobility sufficient to represent the Department at various meetings and occasions.
- ✚ May assume command at the scene of a major fire or emergency.
- ✚ Working conditions will vary depending on the nature of the response scene; scenes may at times be extremely hazardous.
- ✚ Must maintain a level of physical fitness to meet job standards.
- ✚ May be required to work immediately before, during or after an emergency or disaster.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

**Employee Signature:** \_\_\_\_\_ **Print:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Print:** \_\_\_\_\_  
**Supervisor Rank:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

