

City of La Feria
Fire Chief Job Description

Position Title: Fire Chief
Reports To: City Manager
Supervises: All members and officers of the Fire Department

Purpose of Position:

The Fire Chief is the chief executive officer of the La Feria Fire Department and is responsible for directing the operations and managing the administrative business affairs of the La Feria Fire Department. The position establishes current and long-range objectives, plans and policies/procedures subject to approval of the City Commission.

Major Responsibilities:

Direct the daily operations for the La Feria Fire Department and ensure a high level of performance.

Monitor deviations from approved budget and initiate corrective actions in order to control costs.

To interact and coordinate with fire Department officers regarding programs and react to new developments within the officers' areas of operation.

To assume responsibility for all purchases, approve invoices for payment and approve and monitor all travel and expense accounts of all personnel.

Coordinate development of personnel recruitment and promotional programs.

To oversee the activities of the department to assure compliance with federal and state requirements.

To perform such additional administrative duties on behalf of the LFFD and City of La Feria that may be assigned.

Maintain effective utilization of personnel through leadership.

Maintain awareness of supervisory programs and established department procedures affecting the recruiting, maintaining, training and performance objectives of personnel.

Knowledge and Skills Required:

This position requires a broad knowledge of the fire and emergency services industry. The position requires recruiting/selection, training, financial and supervisory skills as

evidenced by experience and performance in an all-volunteer or combination response system.

Enrolled in or completed the National Fire Academy's Executive Fire Officer Program

Education and Experience:

A successful experience in a chief officer's position of a fire department of comparable size or larger with volunteer firefighters.

Three (3) to Five (5) years of Management or Director Experience.

Bachelor's Degree (B.A.) or Advanced Degree from a four-year college or university.

Texas Commission on Fire Protection Firefighter Certified

TCFP Instructor I

TCFP Fire Officer I & II