

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following position. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Personnel Department, 900 S. Polk, 7th Floor, Ste 705. The decision to interview an applicant is made at the sole discretion of the department head or elected official in whose department the opening exists. The following requirements and qualifications are necessary to apply for the position:

JOB TITLE **ASSISTANT FIRE CHIEF**

Distinguishing characteristics: The role of the Assistant Fire Chief is to assist in planning, directing, and reviewing the activities and training of the fire department. These functions include: fire suppression, hazardous material mitigation, fire prevention, public safety education, emergency medical response, emergency management, and administrative support services. To assist in coordinating assigned activities with other county departments and outside agencies; and to provide highly responsible and complex executive level support to the fire chief as a member of the management team.

JOB REQUIREMENT: Current certification as Basic Structural Firefighter from Texas Commission on Fire Protection, (Intermediate or advanced certification preferred). Current certification as Basic Emergency Medical Technician from Texas Department of Health and Human Services. (Higher certification and EMS instructor preferred). Hazardous Material Technician certification from Texas Commission on Fire Protection. Incident Safety Officer Certification from Texas Commission on Fire Protection. Instructor I from Texas Commission on Fire Protection (Instructor II or higher preferred). Fire Officer I from Texas Commission on Fire Protection. (Fire Officer II or higher preferred). Six years of increasingly responsible command and supervisory experience in an organized fire department, including three years of administrative or supervisory responsibility. Graduation from High School or GED equivalent. Additional college or specialized training in fire department administration desired but not required. Must be 21 years of age. Must possess a valid Texas Class-B exempt driver's license by the time of hire. (Class-A preferred) Must have ability to read, write, and speak the English language. Current Basic Wildland Firefighter certification through Texas Commission on Fire Protection or current NWCG certification to include Basic Wildland Firefighter. (Increased leadership responsibility and training are preferred to include, S-211, S-212, S-215, S-219, and S-290). National Incident Management Training to include ICS-100, ICS-200, ICS-300, ICS-400, ICS-700 and ICS-800.

JOB DUTIES: Meets with elected or appointed officials, other Fire/EMS officials, community and Business representatives, and the public in all aspects of the Department's activities. Performs the duties of command personnel as needed and fulfills obligations during duty periods. Oversees training activities of the department including ensuring compliance with continuing education requirements as set forth by state regulatory agencies. Surveys, develops, and coordinates fire training needs of the department and its members, including development of department training calendar. Oversees firefighter health and safety programs including developing and implementing programs. Reviews all injury and accident incidents and recommends procedure or policy changes as needed. In the absence of the fire chief may be designated in charge of and responsible for some or all activities of the department.

KNOWLEDGE,
SKILLS AND ABILITIES:

Thorough knowledge of modern fire suppression and emergency medical services principals, procedures, techniques, and equipment. Considerable knowledge of laws, ordinances, and department standard operating guidelines.

Skills in the operation of department tools, equipment, and apparatus:

Ability to train and supervise both paid and volunteer personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise good judgement in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees and members, supervisors, and the public.

PHYSICAL
ACTIVITIES
REQUIRED:

Must be able to physically perform the basic functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pulling, lifting, talking, hearing, and perform repetitive motions.

Must be able to perform work including lifting in excess of 100 pounds occasionally. Lifting 40 to 50 pounds frequently, and 25 pounds or more constantly. Must be able to successfully complete NWCG Arduous pack test consisting of walking 3 miles in 45 minutes with a 45pound weight pack. Must be able to work in extreme environmental conditions including all types of weather, and exposure to smoke and heat. Work may be in high areas or close quarters. Possible exposure to electric current, chemicals, and blood-borne pathogens.

Must pass physical exam including wellness, fitness, vision, and hearing.

STARTING SALARY: \$57,592.32 ANNUALLY

FOR MORE INFORMATION CONTACT CHIEF RICHARD LAKE, POTTER COUNTY FIRE-RESCUE 2301 E. WILLOWCREEK, AMARILLO, TX 79108 806-383-3373

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

“POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF THE PROVISIONS OF SERVICES.”