



Job Description

Job Title: Chief Fire Administrator

Full Time Position, Exempt

Supervisor: Executive Director

Salary Dependent Upon Experience and Qualifications

Supervises: Fleet Maintenance Coordinator, Facilities Maintenance Coordinator, and Fleet & Facilities Assistant

Position Summary: Under general supervision, the Fire Services Administrator plans, organizes, and directs the administrative, budgetary, and personnel operations in support of the emergency services provided by the BCESD 3 fire departments and service providers. Key duties include acting as a liaison between the Fire Chief(s) and other agencies, managing purchasing, developing budgets, maintaining compliance with regulations, handling records, coordination of training, and related work as required.

Essential Duties and Responsibilities:

- Performs as the liaison to those fire departments that contract to provide fire suppression service in Brazoria County ESD No. 3 (BCESD 3). As the BCESD 3 liaison, this person will:
 - Coordinate with each of the fire chiefs from the contract fire service providers on matters related to operational support allocations, contracts, capital projects, training, firefighting recruitment and retention, and other related matters
 - Work closely with contract fire service providers in a support role
 - Works to ensure contract compliance by each fire service provider
- Performs as the administrative head of those fire departments that have chosen to become components of the BCESD 3 Fire Department, consisting of the CR 143, Liverpool, and other departments. As the administrative head of the BCESD 3 Fire Department, this person will assist the fire chief(s) with administrative and operational support to include:
 - Work closely with the fire chief(s) to ensure that all services are provided in support of professional, effective fire suppression operations that mitigate the loss of life and property
 - Work with the fire chief(s) to coordinate necessary design, construction, and maintenance of fire stations, fire equipment, fire vehicles, and information technology.
 - Plan and organize the strategic direction of the BCESD 3 Fire Department.
 - Develop annual budgets, manage purchasing and accounts payable, and process grants.
 - Create and maintain policies and procedures for the BCESD 3 Fire Department
 - Assist in the recruitment and retention of volunteers and paid personnel
 - Manage records, files, and ensure compliance with local, state, and federal laws.
 - Handle inquiries from the public, manage meetings, and coordinate community outreach and education programs.
- Other duties, as assigned by the Executive Director.

Required Knowledge and Skills

- **Systems & Software:** Proficiency in office software, record-keeping, and financial software.
- **Communication:** Strong written and verbal skills.
- **Fire Service Knowledge:** Understanding of fire safety, EMS protocols, and incident command systems.

- **Leadership:** Ability to work independently under pressure and manage staff.

Preferred Qualification:

- May be required to serve as the on-scene fire suppression supervisor when operational conditions necessitate

Minimum Qualifications:

- Hold a valid Class-B Texas Driver’s License or obtain within 30 days of hire.
- Hold a 4-year college degree in Business, Public or Fire Services Administration, Emergency Management, or closely related field. Graduate degree and EFO program (preferred).
- Have 10 or more years of progressive fire department experience with at least 2-years as a chief officer or head of department in a combination system or career fire system of similar size.
- Eligible for certification as a structural firefighter by the Texas Commission of Fire Protection (TCFP) at date of hire and obtain certification as Head of Department with the TCFP within one year of appointment.
- Must live within 30 miles of the service area or be willing to relocate within 6 months of hire.

Physical Requirements and Work Environment:

- Requires daily sitting, talking, listening, and use of hands and/or fingers to grasp, handle, pick up, pinch, type or feel; frequent standing, walking stooping, crawling, kneeling, crouching, and reaching with hands or arms, occasional lifting and moving of objects up to 50 pounds.
- Close vision, ability to focus. Requires ability to operate general business equipment, computer, telephone, and two-way radio.
- Work environment may vary to be outdoor, in fire department bay areas, or in an office setting, as the work requires.

Brazoria County Emergency Service District 3 (BCESD 3) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), BCESD 3 will provide reasonable accommodation necessary to qualified employees and prospective employees.

The statements in this document are intended to describe the general nature and level of work performed by individuals assigned to this position. They are not intended to be exhaustive or a list of all responsibilities, duties and skills required of the position. This document in no way constitutes a contract of employment. BCESD 3 reserves the right to modify job descriptions, policies, or any other procedural documents at any time, for any reason, without prior notice.

APPROVED:

Jeff D. Braun
Executive Director

Date