



Fire Chief Job Description – Ellis County Emergency Service District #6

Position Overview

The Fire Chief is the top administrative and operational officer responsible for all aspects of department leadership, including fire prevention and suppression, emergency medical services, personnel management, strategic planning, budgeting, compliance, community outreach and education and interagency coordination. The Fire Chief serves as the department's spokesperson and represents the ESD in the community and during emergency incidents. The Fire Chief position is an at-will employment position and serves at the pleasure of the ESD Commissioners.

Essential Duties and Responsibilities

The Fire Chief provides executive leadership and direction for all operational and administrative functions of the department. Core responsibilities include directing firefighting, rescue, and EMS operations; setting and enforcing policies and standards; managing the budget and resources; overseeing personnel actions; ensuring compliance with applicable laws; coordinating with mutual-aid and governmental partners; developing fire prevention programs; and maintaining apparatus, equipment, and facilities; informing public groups on the plans, programs and goals of the department. The Fire Chief also prepares reports and departmental records and makes presentations on such reports and records, leads or coordinates fire cause and origin investigations with the Fire Marshal, and serves as the agency spokesperson during emergencies and community events.

Leadership, Management, and Organizational Development

The Fire Chief establishes and implements department policies, procedures, and standards; builds and maintains a culture of safety, accountability, and service; plans, organizes, trains, supports, and evaluates the work of subordinate personnel; and motivates employees to achieve high performance. The Chief assumes incident command under complex conditions and makes timely, sound decisions consistent with law, policy, and organizational philosophy.

Budgeting and Resource Stewardship

The Fire Chief prepares and administers the department's budget; aligns resource allocation with operational priorities; and oversees the maintenance and upgrading of facilities, vehicles, apparatus, and equipment to ensure readiness and reliability.

Interagency Coordination and Emergency Management

The Fire Chief coordinates emergency management activities with partner agencies; ensures effective mutual-aid integration; and maintains situational awareness of local geography, water supply infrastructure, and major hazards within the ESD.

Community Engagement and Public Information

The Fire Chief serves as the department's spokesperson during emergencies and at community events and sustains fire prevention and public education programs to reduce risk and improve community resilience.

Compliance and Risk Management

The Fire Chief ensures compliance with applicable local, state, and federal requirements governing fire prevention, inspection, suppression, and EMS, and applies sound risk management practices across operations, training, and workforce practices.

Minimum Qualifications

Candidates must be a high school graduate or have a GED indicating high school equivalency and possess at least ten years of paid, full-time firefighter experience, including at least five years of paid, full-time supervisory, managerial, and command fire experience at the rank of Fire Captain or higher. Experience as a Deputy Fire Chief or Fire Chief is preferred. Candidates must demonstrate experience in department budget development and administration; personnel management; development of operational policies, processes, and procedures; and driver operations.

Licenses and Certifications (Required at Appointment and to be Maintained)

Candidates must hold and maintain a valid Class B Texas driver's license with an acceptable driving record; TCFP Advanced Firefighter; TCFP Fire Officer II; TCFP Fire Instructor II; TCFP Head of Department designation upon appointment; and completion of NIMS 100, 200, 300, 400, 700, and 800.

Preferred Qualifications

Preferred credentials include TCFP Master Firefighter; Texas DSHS EMT-Paramedic; and Basic Fire Investigator. Candidates should have 60 college credit hours (Bachelor's degree preferred).

Knowledge Requirements

The Fire Chief must have knowledge of municipal fire department management; modern fire prevention, suppression, and EMS principles and practices; operation and maintenance of firefighting apparatus and equipment; applicable federal, state, and local fire/EMS laws and regulations; characteristics of flammable and explosive materials; budget preparation and administration; and local geography including streets, water mains and hydrants, and major hazards within the ESD. The Chief must also be versed in modern firefighting methods, first aid, and life-saving techniques.

Skills and Abilities

The Fire Chief performs duties under minimal supervision with consistent punctuality and attendance; communicates effectively in English, both orally and in writing; maintains professional appearance and public image; maintains physical conditions appropriate to role demands across emergency and administrative settings; operates department vehicles safely; and performs multiple tasks accurately and efficiently under changing priorities.

The role requires the ability to operate in hazardous environments; manage risks associated with emergency driving, extreme temperatures, heights, noise, mechanical/electrical/chemical fires, hazardous materials, explosives, radiation, toxic waste, and toxic gases; work extended and unscheduled hours due to operational needs; learn new skills and techniques; sustain strong attention to detail; work productively with coworkers and the public; exercise independence and sound judgment; maintain composure and make decisions under emergency conditions; meet deadlines; maintain required licenses and certifications; follow ESD and departmental policies; assume incident command; interpret and apply laws and policies; prepare and maintain records and reports; and provide positive leadership for the ESD, the department, the community, and the fire service profession.

Physical Requirements

The role demands the ability to perform strenuous physical activities under hazardous conditions; maintain ongoing physical fitness; and successfully pass required physical examinations and drug screening. Physical demands include listening in person and by telephone; oral communication; manual dexterity for equipment operation; running, walking, crouching, crawling, climbing ladders and stairs; transporting equipment and injured or deceased persons; prolonged standing, walking, or sitting; lifting and carrying up to 75 pounds unassisted and up to 100 pounds with assistance; dragging, carrying, pulling, or pushing heavy equipment; performing lifesaving and rescue procedures while wearing full PPE and SCBA; and operating assigned equipment and computers.

Working Conditions

The Fire Chief is subject to 24/7 on-call availability; adverse weather and hazardous environments; exposure to extreme temperatures, heights, confined spaces; and possible

exposure to hazardous materials and infectious diseases. The role frequently requires extended work hours beyond scheduled shifts to meet operational needs.

Residency and Response

The successful applicant is required to be able to respond to emergency situations at any hour and live in Ellis County or relocate and reside continuously in Ellis County not later than 90 days after the date of hire.

Compensation

The typical salary range is \$115,000 to \$130,000 annually, depending on experience and qualifications.

Additional Notes

This description is intended to capture the role's primary duties and qualifications and does not constitute an exhaustive list of all duties and responsibilities that may be assigned or required as organizational needs evolve.

Equal Opportunity Employer

Ellis County Emergency Service District #6 is an equal opportunity employer and maintains a work environment free from unlawful discrimination. It is the policy of this District to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; hiring; layoff or termination; rates of pay or other forms of compensation.