

WILSON COUNTY EMERGENCY SERVICES DISTRICT NO. 5
FIRE & RESCUE
P.O. Box 811
Floresville, Texas 78114

REQUEST FOR APPLICANTS

Wilson County Emergency Services District No. 5 (WCESD5) is seeking qualified applicants for the position of **Fire Chief**.

Job Description: The Fire Chief is a part-time position (at this time) with demands typically not to exceed 20 to 30 hours week. However, due to the nature of first responder operations, this could vary. The Fire Chief will be appointed by and take direction from the District's Board of Commissioners or their designated appointee, and maintain a professional appearance, attitude and working environment for the District at all times.

The Administrator assumes management duties for: directing, managing, and overseeing the activities of the district; strategic planning, governmental purchasing, and oversight of fire operations staffed by volunteers at this time; overseeing the administrative activities of the District's fire department, and/or contracted service providers/departments as assigned, including fire prevention and education programs, fire suppression, emergency management and general fire service coordination with surrounding departments or Districts.

The District will provide a competitive salary commensurate with experience. The period to apply **shall begin on November 25, 2020 and will end on December 18, 2020**. No applications will be accepted after this date. The most qualified candidates will be invited to personal interviews with the District's Board of Commissioners or their designee. The District anticipates a start date for the position to be February 1, 2021.

Individuals interested in applying for this position should go to the District's webpage at the following link: <http://www.co.wilson.tx.us/page/wilson.esd5>

Download the application packet, review the attached detailed job description and qualifications, fill it out in its entirety, then scan it and all relevant other material and submit via email at the following address: WCESD5@wilsoncountytexas.gov

Applicants may also fax the packet and relevant material to: 210-348-3736.

Or mail a copy to:

Wilson County ESD NO. 5

P.O. Box 811

Floresville, TX 78114

**WILSON COUNTY EMERGENCY SERVICES DISTRICT NO. 5 IS AN EQUAL
OPPORTUNITY EMPLOYER**

WILSON COUNTY EMERGENCY SERVICES DISTRICT NO. 5
FIRE & RESCUE
P.O. Box 811
Floresville, Texas 78114

The District provides Fire and Rescue service to approximately 20,000 residents of Wilson County, Texas with a coverage area of approximately 226 square miles.

Essential job functions include:

- Managing the development and implementation of the district's operational goals, objectives, policies, and priorities for each assigned service area
- Coordinating departmental operational activities
- Acting as a district representative to other agencies, departments, elected officials, and citizens
- Monitoring and evaluating the efficiency and effectiveness of services, delivery methods, and procedures
- Identifies opportunities for improvement and directing the implementation of approved changes
- Participating in the development and implementation of the District's budget and the monitoring of expenditures
- Plans, directs, and coordinates the District's work plan objectives and reviews and evaluates work plan methods and procedures
- Directs and oversees the Administration and Operations of the District, maintains liaison with departmental and contractual representatives, and ensures effectiveness and efficiency within District purview
- Develops, interprets, and implements standard operating, maintenance, and testing procedures, policies, training programs, and general orders
- Establishes and reviews employee and departmental goals and objectives in coordination with contracted providers and any district fire departments
- Evaluates all facility needs and equipment demands for each coverage area and department based on required standard for services, run volumes, equipment serviceability, inventory forms, and assigned equipment lists
- Establishes priorities for anticipated departmental requirements for each fiscal year; participates with the District's financial review sub-committee in reviewing and approving departmental and contracted service provider's annual budget information; and recommends budget revisions as appropriate
- Attends official functions; commissioner and community meetings; makes presentations and public speeches; and grants interviews to the news media regarding major District issues and activities
- Prepares, receives, and maintains a variety of forms, logs, requests, files, records, reports, correspondence, and other documents associated with the daily responsibilities of the position
- Reviews, completes, processes, approves, forwards, maintains, and takes other action as appropriate

- Operates a personal computer, printer, calculator, copy machine, facsimile machine, telephone, radio, and other office equipment as necessary to complete essential functions to include the use of word processing, spreadsheet, database, and other system software
- Operates an assigned motor vehicle, if provided; maintains cleanliness of vehicles; fuels vehicles; checks tire inflation and fluid levels; and requests and schedules service and repairs of vehicles as needed

Qualifications:

- Five years of municipal and/or rural fire service experience (volunteer or paid) with a minimum of two years of experience managing multiple organizational units is preferred;
- Certification issued by Texas Commission of Fire Protection, Master Firefighter Certification is preferred;
- Instructor Certification is preferred; Minimum Standards for the Head of a Fire Department under Chapter 449 of the Texas Commission on Fire Protection is preferred;
- A valid Texas Class A or B operator's license is required. Class B or higher is preferred;
- Live in currently or relocate to within six months to the service area of the District; and
- The position is part-time currently, but quite likely may become full-time as the needs of the District grow. An applicant looking for potential full-time employment is desired.

Wilson County Emergency Services District 5

Fire and Rescue

P.O. Box 811
Floresville, Texas 78114

(Please fill out each space completely. If an area does not apply to you, write NA in the space. Please print legibly)

PERSONAL INFORMATION:

Name: (last) _____ (first) _____ (MI) _____

Street: _____ City: _____

State: _____ ZIP: _____ Age: _____

DOB: _____ SSN: _____

Phone: _____

Email: _____

Emergency Contact: _____

Relationship: _____

Contact address: _____

Contact Phone: _____

Have you; ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding; ever been convicted, fined, imprisoned, or placed on probation; ever been ordered to deposit bail or collateral for the violation of any law or ordinance (excluding minor traffic violations), where a fine or forfeiture of \$50.00 or less was imposed? YES NO

If yes, please give details, including dates and locations:

EDUCATION:

GED/High School- Name: _____

City/State: _____

Vocation/Trade School- Name: _____

City/State: _____

College/University- Name: _____

City/State: _____

JOB HISTORY:

Current Employer: _____ How Long: _____

Employer Address: _____

Job Title: _____

Supervisors Name: _____ Phone: _____

1) Previous Employer: _____

How Long: _____

Employer Address: _____

Job Title: _____

Supervisors Name: _____ Phone: _____

Reason for Leaving: _____

2) Previous Employer: _____

How Long: _____

Employer Address: _____

Job Title: _____

Supervisors Name: _____ Phone: _____

Reason for Leaving: _____

3) Previous Employer: _____

How Long: _____

Employer Address: _____

Job Title: _____

Supervisors Name: _____ Phone: _____

Reason for Leaving: _____

HEALTH:

Do you have any physical or medical impairments that would prohibit you from doing your job:
(circle one) YES NO

If yes, please explain:

Do you have any back, heart, or respiratory problems that would inhibit you from performing the duties of the position for which you are interviewing? YES NO

CERTIFICATIONS: (A copy of all listed certifications or licenses must accompany this application when submitted)

List All:

TCFP (or comparable entity) licensure or certifications: _____

EMS licensure or certifications (if held): _____

List any other formal education/certifications you have received that you feel is relevant:

MILITARY SERVICE: (A copy of all your certifications, including DD form 214 if applicable, must accompany this application when submitted)

Branch: _____ Highest Rank: _____

Date: _____ to _____

Occupation: _____

Type of Discharge: _____

Are you a member of any Reserve or National Guard Unit: YES NO

If yes, what Branch: _____

DRIVING RECORD:

Have you received a moving violation in the last 5 years? YES NO

Have your driving privileges ever been suspended, revoked, or refused? YES NO

If yes to either of the above, please explain:

Driver's License#: _____ State: _____

EXP: _____

Automobile Insurance Carrier:

(company) _____ (agent) _____

(coverage/limits of liability) _____

REFERENCES:

Three Character References

(No relatives, please fill out all required lines)

1) Name: _____ Relationship: _____

Phone: _____

2) Name: _____ Relationship: _____
Phone: _____

3) Name: _____ Relationship: _____
Phone: _____

Available Start Date: _____

Are there any shifts, times, or days which you are unable to work?

(Please read before signing)

I, _____ hereby apply for employment with Wilson County ESD 5 Fire & Rescue, hereinafter also referred to as "employer." I specifically verify that all information provided in this application for employment is true, complete, and correct. I understand and agree that any omission or misrepresentation of any fact in the application will be sufficient reason for Wilson County ESD 5 to deny my employment. I also understand and agree that should I become employed and later discovered I have omitted or misrepresented any fact in this application or any supplement thereto or any other corporate record, employer may immediately terminate my employment upon such discovery. I understand that drug testing, driving record and background check may be necessary before appointment to the department as a probationary member. By signing this document, I hereby grant a limited power of attorney to employer to authorize employer to conduct a background check or investigation into any matter referenced within this employment application, to include (but not limited to) the authority to request criminal, driving, education, or credit records which may have information about me.

I will abide by the Policies, Procedures, and Guidelines of the Department. I will attend the required amount of training and meetings and I will assist at department functions when possible. I further agree to obey all lawful orders from the Department Officers while on duty.

I understand that all Department issued equipment, including pagers, charger, badge, uniforms, keys, etc. issued to me, remains the property of Wilson County ESD 5 and that I shall return all such property to the Department when I resign, become inactive or my employment is terminated or suspended.

Applicants Printed Name:

Applicants Signature:

Date Signed: _____

APPLICATION AND ALL SUPPORTING MATERIAL MUST BE RECIEVED BY DECEMBER 18, 2020 FOR CONSIDERATION.