

Ponderosa Volunteer Fire Association, Inc. (PVFA)

Position Description

Adopted February 10, 2009

- Position Title:** Fire Chief, Ponderosa Fire Department (PFD)
- Reports To:** PVFA Board of Directors
- Supervises:** Officers of the PFD
Office Manager
Full time employees
- Purpose of Position:** The Fire Chief is the chief executive officer of the PFD and is responsible for directing the operations and managing the administrative business affairs of the PFD/PVFA. The position establishes current and long-range objectives, plans and policies/procedures subject to approval of the PVFA Board of Directors.
- Major Responsibilities:** Direct the daily operations for the PFD and evaluate to ensure a high level of performance.
Formulate PFD business and administrative policy and procedures
To project and recommend budget expenditures for the PVFA/PFD.
Monitor deviations from approved budget and initiate corrective actions in order to control costs.
To develop and implement operational plans to assure alternative courses of action which provide realistic operations for the PFD consistent with budget considerations.
To interact and coordinate with PFD officers the statuses of present 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 coordinate with PFD officers overall training programs.
To attend meetings, conferences and seminars as approved by the PVFA Board of Directors.
To oversee the activities of the PFD to assure compliance with federal and state requirements.
- To maintain communications with the PVFA Board of

Directors identifying significant problems and developments to facilitate board management decision making.

To perform such additional administrative duties on behalf of the PFD and PVFA that may be assigned by the Board of Directors.

Performance Criteria:

Quantitative

Meet current objectives of strategic plans

Operate within the parameters of the established budget

Manage the number of officers and personnel appointed to the PFD's span of control standards.

Qualitative

Maintain effective utilization of PFD personnel through leadership.

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

Maintain a high quality fire department.

Knowledge and Skills Requirements

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.

Texas State Firemen's and Fire Marshal's Association

Advanced firefighter and Instructor 1 certification.

Texas Commission on Fire Protection Basic Firefighter and Basic Instructor certification.

Texas Department of Health Basic EMT (desired)

Must maintain the above certifications

Minimum Associates Degree or equivalent education as determined by the PVFA Board of Directors

Bachelors Degree (desired)

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

Has attended at least one National Fire Academy on campus course not related to the EFOP

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