

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 2

PFLUGERVILLE FIRE DEPARTMENT



ASSISTANT CHIEF OF OPERATIONS POSITION:

Travis County Emergency Services District No. 2 ("District"), a governmental entity authorized under Texas statute, is a fire and first response medical provider within Travis County, Texas. The district currently has a population estimated at eighty thousand people and covers 110 Sq. miles of northeast Travis County. The district is located just north of Austin, Texas and just south of Round Rock, Texas. Austin is the state capital with a population in excess of 750,000. Round Rock is located in Williamson County, one of the fastest growing counties in the United States.

The City of Pflugerville lies within the District, with another large unincorporated subdivision known as Wells Branch in the western half of the District. The population of the District is essentially evenly divided on the east and west side of Interstate 35. This heavily traveled highway is the most direct route from middle-America to Mexico, and is called by many, "The North American Free Trade Agreement Highway". Two additional freeways are recently completed through the north and eastern part of the district; State Highway 45 and State Highway 130, respectively.

The District is a taxing authority limited by statute to a maximum tax of ten cents per \$100 property valuation. The District is governed by a board of five resident commissioners, appointed by the Commissioner's Court of Travis County, Texas. In recent years, the District has responded to over 5,000 fire and EMS calls with a steady increase in call volume each of the last two years. About seventy uniformed personnel in four stations provide coverage throughout the District, utilizing five class-A engines, one "Quint", and numerous support vehicles.

Over the past ten years, the District has experienced nearly ten-fold growth as one of the few areas with open land and infrastructure in place to serve that land. Most development has been single-family homes with some essential businesses such as grocery stores, pharmacies, etc. Residents tend to work outside of the District, either north in Williamson County, or in Austin. Accompanying this growth has been a massive expansion of two school districts to serve the growing elementary, middle school and high school population.

In 1994, District commissioners issued \$4.65 million in bonds for new facilities and fire apparatus to accommodate population growth in the district. Those funds were used for constructing and equipping three new fire stations, a training facility, and major renovation of the district's central station. In 1995, the District made a commitment to use compressed air foam systems (CAFS) technology for fire suppression on all of its engines and brush trucks. The District is one of the very few fire departments in the State of Texas that is 100% CAFS and is a nationally recognized leader in the use of CAFS technology for fire suppression. The Texas state legislature recognized the District's commitment to the superiority of CAFS technology by providing a reduction in homeowners insurance to fire departments that implement CAFS technology.

The Assistant Chief of Operations position is a responsible, upper-level management and command position assigned with District-wide authority. The Assistant Chief serves under direction of the Fire Chief, who has 32 years experience in the District. The position is an integral part of the Management Team working closely with the Fire Chief, the Assistant Chief of Prevention, the Executive Director of Staff Services, and the District Commissioners. The position performs management and command tasks that are consistent with primary objectives of Travis County Emergency Service District No. 2 and the Pflugerville Fire Department. The Assistant Chief is expected to make sound decisions in emergency and daily operations. The Assistant Chief of Operations must be an effective and experienced manager with outstanding command.

Successful candidates must adhere to an effective set of core values and beliefs which they demonstrate in the workplace. Additionally, successful candidates must be valued and respected by the organizations they have served, demonstrating integrity and trust in all actions. The candidates must consistently demonstrate composure in all situations, including stressful and unexpected circumstances. The candidates must also be excellent listeners and address conflict in a positive and collaborative manner.

April 21, 2010

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Required qualifications:

- Bachelor's degree in fire service or fire science management and/or administration, or related discipline.
- Five (5) to ten (10) years experience in fire service management with at least five (5) years experience at the captain level, or at a higher level.
- Thorough knowledge of fire suppression operations and apparatus.
- Minimum certification as a Basic Firefighter, and eligibility for certification as Head of Department according to the Texas Commission on Fire Protection.^(o)
- Minimum certification as an Emergency Medical Technician (EMT-B) according to the Texas Department of State Health Services.^(o)
- Trained to the level of First Responder - Operations for Hazardous Materials as defined by OSHA.
- Extensive training in, and experience with the utilization of National Incident Management Systems.
- Proven track record of adding value and being respected by organizations served.
- Excellent interpersonal skills, including command skills, conflict resolution, and listening skills.
- Demonstrated composure in emergency and operational situations.
- Excellent verbal and written communication skills.
- Excellent organization skills and experience in developing and managing operational processes
- Experience in budgeting, policy development, and administrative skills.
- Experience in improvement planning and implementation.
- Experience with computer systems; specifically be able to work with word-processing, spreadsheets, and data base systems and presentation software.
- Valid Texas Driver's License or ability to obtain within thirty (30) days.

Additional, preferred qualifications include:

- Master's degree in fire service or fire science management and/or administration, or related discipline.
- More than ten (10) years of increasingly responsible experience in fire service management with more than five (5) years experience at the captain level, or at a higher level.
- Advanced expertise in fire suppression operations and apparatus
- Certification as Head of Department according to the Texas Commission on Fire Protection.^(o)
- Certification as an Emergency Medical Technician (EMT-P), according to the Texas Department of State Health Services.^(o)
- Responsible for implementing and operating National Incident Management Systems.
- Experience implementing innovative and successful management initiatives with more than fifty (50) employees.
- Experience in labor relations with a focus on collaborative and effective working relationships.
- Five (5) or more years experience with budgeting, policy development, and administrative skills.
- Experience in a rapid growth organization with extensive involvement in improvement planning and implementation.

^(o) Out of state candidates must hold similar certifications in their state and must be eligible and willing to become certified in Texas.

In order to be considered for the position, interested candidates must meet all of the required qualifications and submit their resume with a letter of interest to resumes@pflugervillefire.com. Posting will remain open until filled or cancelled.

Travis County Emergency Services District No. 2 is an Equal Opportunity Employer.



April 21, 2010