	Policy and Procedures Manual	
	Title: Job description: Fire Chief/Fire Marshal	
	Applies to: All Divisions	
	Effective Date: 02/01/2017	Revision Date: 06/01/2020
	Pages: <u>1 of 2</u>	1.03

Basic Functions: Manages the Fire Department including, fire suppression, emergency medical service, fire prevention, hazardous materials emergency management and code inspection/enforcement programs.

Nature and Scope: Through management and direction the Chief/Fire Marshal is accountable for long-range planning, program development and management, and coordination of the following programs for the protection of public property and lives:


1. Fire Fighting and Emergency Services-Provides emergency responses to mitigate threats to life and property from fire, medical emergencies, hazardous materials and disasters.
2. Fire Marshal-Provides investigation of fire causes and origins; identification and prosecution of arsonists; fire inspection and code enforcement; inspection of use, storage, and transportation of hazardous materials; fire trend analysis.
3. Construction plan review relating to enforcement of fire codes when applicable; and public information programs.
4. Administrative/Support Services-Provides budget administration, communication and dispatch services, coordination of the management information system.
5. Maintenance of equipment and facilities, training programs and records processing and clerical support.

Accountabilities:

Accountabilities include selection, management and supervision of Senior Department staff; preparation and monitoring of budgets; development of long-range goals and objectives; and the formulation of operating policies and procedures.

1. Assure protection of lives and property through management of Fire Department resources to control and extinguish fires.
2. Ensure first responder program for HCFD meets DSHS requirements.
3. Assures control, use and transportation of hazardous materials to minimize potential emergencies through direction of response and inspection programs.
4. Assures investigation of fire causes and origins, and prosecution of arsonists through the direction of investigation and case preparation programs.
5. Assures fire safety regulations are applied to existing and new construction through direction of programs for plan examination, code compliance, inspection and enforcement if adopted by the commissioner's court.

Commented [JS1]:

	Title: Job Description Firefighter/EMT/Paramedic	
	Applies to: All personnel	
	Effective Date: 02/17/2017	
	Revision Date: 06/01/2020	
	Pages: <u>2 of 2</u>	Sec 1.03

SKILLS, KNOWLEDGE, AND ABILITY:

Minimum age 19, High school diploma or equivalent must be certified or certifiable by hire date and maintain a current Basic Structural Firefighter (minimum) Driver/Operator certification issued by the Texas Commission on Fire Protection, and must be certified or certifiable as an Emergency Medical Technician by the Texas Department of State Health Service. Shall successfully pass any department/division required written or oral examinations prior to employment and meet Texas Commission Fire Protection, Texas Department of State Health Services and Medical Directors requirements for recertification during employment. Knowledge of procedures and methods used in safely and comfortably handling/treating patients. Knowledge of pre-hospital patient care for basic life support. Knowledge of fire suppression and prevention methods, procedures and techniques. Ability to learn and efficiently operate firefighting equipment. Ability to communicate both orally and in writing, Ability to understand and follow oral and written instructions. Ability to establish and maintain working relationships with employees and management. Ability to think clearly and use independent judgment in routine and non-routine situations which may occur. Good physical condition and the ability to perform job functions. Works in emergency conditions that may involve extreme danger and exertion under hazardous conditions to include but not limited to flames, smoke, hazardous materials, cramped condition. Charged or oxygen deficient atmospheres, downed power lines, victims with severe injuries/death and inclement weather. Must be able to wear all assigned bunker gear and perform related emergency scene duties effectively and efficiently. Be able to frequently lift and carry heavy weights, climb, walk, run, drive vehicles, crawl, stoop, push, pull, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing and use other emergency and firefighting equipment as required. Possess good vision and hearing and be able to distinguish. Possess or obtain by hire date and maintain during employment a valid Texas driver's license with an acceptable driving record as defined by County policy. Must, pass a pre-employment background investigation.