



Medina County Emergency Services District 1



Executive Recruitment **Fire Chief**

The Position

The Medina County Emergency Services District #1 is seeking an experienced, dynamic, and highly motivated professional to serve as Fire Chief. He/She will serve as the Chief Executive Officer of the ESD and contracted agencies. Reporting to the ESD 1 Commissioners, the Fire Chief will be the focal point of the Command Staff. He/She will represent all MCESD#1 personnel, the community, and emergency services in general. The Fire Chief will be a team player, accessible with ability to utilize a common sense approach to resolving issues. He/She will be a positive motivator for all personnel, Commissioners and the public.



Under general direction of the ESD Board of Commissioners, he/she will have overall responsibility for the administration and operations of the District. As the senior officer, the Fire Chief shall have the responsibility and authority to lead, supervise and manage members directly or via approved chain of command, to include volunteer, part-time, full time and contracted personnel. He/She shall manage and ensure compliance of all contracts directly or through delegated officers.



About the District

The ESD is a local political subdivision located in Medina County, Texas to the immediate west of San Antonio and was created June 1, 1993. Encompassing approximately 254 square miles, the ESD currently provides Fire & EMS services utilizing contracted providers consisting of 2 career EMS agencies and 4 Volunteer Fire Departments. The ESD is currently staffed with an Assistant Chief of Administration, Administrative Coordinator, Administrative Assistant II-Finance and Administrative Analyst. Due to imminent growth, a comprehensive Master Plan was recently completed. That plan is being implemented and a transition team has been established.

Essential Job Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification of the rank of Fire Chief to include:

- Represent the District and departments in meetings, conferences, and public events
- Complete special projects as assigned by the Board of Commissioners
- Oversee and participate in the development and implementation of District and departmental policies, procedures and standards
- Maintain working relationships with external partners to include the development and maintenance of mutual aid and automatic aid activities under the authority of MCESD#1 Board of Commissioners

The responsibilities of this position carry a broad spectrum and the ability to prioritize and multitask will be of high importance. The duties are further defined by the following:

- Achieve and maintain appropriate morale and ethical standards of performance
- Oversee the Strategic Plans for the District.
- Oversee alignment and purchase of apparatus to best meet the needs of the District
- Establish and maintain equipment, PPE, and other standards
- Oversee hiring, assignments, terminations, and disciplinary matters of assigned personnel
- Ensure adequate training programs and instructional staff for personnel
- Ensure all officers meet and maintain the requirements of their rank and assignments.
- Ensure staff opportunities for professional development
- Manage fire prevention, education, recruiting, performance evaluation, and disciplinary processes when needed
- Assure adequate policies/procedures are in place
- Delegate authority and the related responsibilities
- Oversee coordination with neighboring departments and emergency service agencies
- Oversee ongoing evaluation of the operational readiness and performance of emergency preparedness and response systems
- Establish achievable goals and verify completions.
- Provide a safe, proactive, healthful, and environmentally sound organization
- Provide leadership in all regards
- Promote and support continual improvement



- Understand and satisfy the community's needs of the services provided
- Verify compliance with all legal requirements
- Achieve and manage appropriate levels of staffing
- Manage work assignments to subordinate staff and others, as necessary
- Be the focal point for mutual aid communication and agreements
- Respond to major incidents in the District as warranted and/or available
- Prepare, implement and manage approved budgets
- Attend all necessary meetings, unless excused
- Possess the ability to prepare applicable grant requests directly, via delegated staff or contracted sources
- Verify proper equipment is purchased and maintained
- Represent the ESD in professional organizations
- Ensure ESD policies and procedures are enforced
- Ensure necessary safety procedures are in place and followed by all District personnel and contractors
- Direct the analysis of fire and emergency service needs and develop plans and techniques to provide adequate protection for the MCESD#1
- Demonstrate continuous effort to improve operations, streamline work processes, work cooperatively and jointly with other agencies to provide seamless customer service
- Maintain competency in current operational procedures and keep abreast of current trends in both modern fire service and emergency medical services management
- Maintain professional education and interaction at meetings and conferences to keep abreast of changes in requirements that may affect the District and current trends in the fire/EMS field
- Maintain positive relationships with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the District's activities



Preferred Qualifications

- TCFP Structural Firefighter Advanced (Masters preferred)
- TCFP Aircraft Rescue Firefighter Advanced
- Valid Texas class "A" CDL license with tank endorsement
- Minimum of 4 years Senior Command experience in a Combination paid/volunteer agency
- Certified Texas DSHS Emergency Medical Technician-Basic or greater
- Driver Operator (Pumper & Aerial)
- Fire Officer I, II, III, & IV
- Fire Instructor I, II, & III
- Field Examiner
- Incident Safety Officer
- Wildland Firefighter
- Hazardous Materials Technician
- Incident Command
- Fire Investigator
- Fire Inspector
- NIMS 100, 200, 300, 400, 700, 800

Working Conditions

Working conditions are primarily in a fire station/administrative environment; however, may routinely include exposure to physically and mentally stressful situations as well as extreme temperatures, contaminated atmospheres, adverse weather, confined areas, and similar conditions related to the primary responsibilities of this position.

Other Requirements

- Must pass the MCESD#1 physical (if required)
- Must pass drug and alcohol testing, background investigation, and MCESD#1 suitability examination (if required)
- Selected candidate must be able to provide proof of US citizenship

"The MCESD#1 mission is to provide safe, effective, quality Fire & EMS service to the community at a reasonable cost"



Minimum Qualifications

- High School Graduate or equivalent
- Maintain a Texas Driver's license at a minimum of Class "B" during employment
- Valid Texas Commission on Fire Protection (TCFP) basic certification, or; ability to obtain out of state reciprocity within 1 year, or; ability to complete an approved TCFP course and obtain certification within 1 year
- Associates College Level Degree (Bachelors preferred) or substantial experience and/or coursework in fire science, fire administration, or business management is highly desirable
- Minimum of 15 (fifteen) years of Fire and EMS experience in a similar or larger organization with a minimum of 4 (four) years at a level of executive officer
- Ability to obtain TCFP Head of Suppression Department within 1 year



Knowledge and Skills

- Demonstrable knowledge of instructional techniques and ability to plan, organize and schedule
- Current and contemporary knowledge of Federal and State laws, regulations, and standards related to fire service (TCFP, NFPA, OSHA, Texas Health & Safety Chapter 775)
- Demonstrate effective communications skills, both in written and oral format, including public speaking and presentations
- Demonstrate ability to work within a combination fire/EMS service agency inclusive of reserves, volunteers, contractors, and organized labor
- Ability to work with MS Office and fire-related computer programs

Medina County ESD 1 - Fire Chief

Salary range: \$70,000 to \$100,000

Starting salary is dependent upon experience and qualifications.

Please submit your completed employment application, cover letter, resume, and supplemental questions and any other relevant supporting documentation to:

Medina County Emergency Services District #1
Attn: Fire Chief
PO Box 1037, Castroville, Texas 78009

Application materials may be sent electronically, with return receipt request, to:
admin@mcesd1.com

All required application materials must be received by noon, local time, June 30, 2021

Position open until filled



All inquiries regarding this position should be emailed to: admin@mcesd1.com

The Medina County Emergency Services District 1 is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, or any other basis prohibited by federal, state and local laws.



Medina County Emergency Services District No. 1

Employment Application An Equal Opportunity Employer

Important Instructions for completing the application:

- Please TYPE or PRINT in INK
- Applications are accepted only for job titles for which recruitment is currently being conducted.
- All information requested must be completed on the application. Incomplete or illegible applications will not be processed.
- This application form and its attachments are official property of the Medina County ESD No. 1 and will not be returned, reused or copied for you after being submitted. You should retain a copy of this application for future use or reference.
- Excessive or nonessential attachments will not be referred to the hiring department. Only information necessary to complete the application should be attached. Examples of work, awards, letters, etc., may be taken to interview.
- If more space is needed to give full answers or explanations, attach additional sheets referencing the item number, your name, social security number and job title applied for. Staple attachments to the application.
- Only United States citizens or individuals who are legally entitled to work in the United States are eligible for employment.
- Medina County ESD No. 1 affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, qualified disability status or veteran status.
- If you require an accommodation during the application/interview process, please call us at 830-931-6000.
- Reimbursement for travel expenditures during an interview process is not available.
- Please make sure you meet the minimum qualifications and the application deadline.
- Applications may be mailed to: PO Box 1037, Castroville, Texas 78009, emailed to: admin@mcesd1.com or delivered in person to 10500 Airport Rd, Castroville. (By appt.)

Section A: Answer all questions.

Official Job / Title Applying For		Date of Application		Sex	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
Social Security #			Date of Birth		
Last Name		First Name		Middle Name	Suffix (Jr, Sr, III, Etc)
Mailing Address		City		State	Zip
Cell Phone #	Home Phone #	Email Address			

Driver's License #	State Issuing License	Class or Type of License
Can you, upon employment, submit documentation verifying your identity and your legal right to work in the United States?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Check the schedules you are willing to work:		
<input type="checkbox"/> Other than 9AM-6PM <input type="checkbox"/> Weekends/Holidays <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Are you presently employed? If yes, specify where		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify:	
Have you ever been terminated or asked to resign from a previous employer?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you over the age of 18? If yes, can you provide proof of your eligibility to work?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you are related to any MCESD1 employees? If yes, specify names, relationship and department:		
Are you able to perform all the essential functions of the job for which you are applying, with or without, reasonable accommodation?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have been employed or attended school under other names, list names and dates of use:		
Dates of Military Service		Branch of Service
From:	To:	
Section B: Answer all questions.		
Have you ever been convicted of a crime (misdemeanor, felony, or military court martial)?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been placed on probation?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been placed on deferred adjudication?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are there criminal charges currently pending against you?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
For any yes answer to questions 25-29, list type or offense, location and fine or sentenced received. Convictions do NOT necessarily disqualify an applicant from employment consideration.		
Section C: Education, Certification, Licenses & Additional Skills		
Do you have a High School Diploma or GED?		Check highest level of completion:
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Some HS <input type="checkbox"/> HS/GED <input type="checkbox"/> Some College <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral	

College or University Name	From	To	Major	Degree earned	Sem. Hours
1.					
2.					
3.					

License or Certifications	Date Earned	Expiration Date
1.		
2.		
3.		
4.		
5.		

In what language(s) other than English are you proficient?	
1.	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
2.	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

Additional Skills: List equipment, software, specialized systems or other skills that are related to the job for which you are applying.

Section D: List jobs in reverse order starting with your most recent job. List your work history for the last 10 years including volunteer, part-time, temporary, self-employment and military jobs. Provide a detailed description of duties performed. Do NOT substitute a resume for completion of this section. You may attach additional pages in the same format if more space is needed.

Employer	Address	City, State and Zip Code	
Job Title	From (Month/Year)	To (Month/Year)	
Hourly or Salary Rate	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties:			

Employer	Address	City, State and Zip Code	
Job Title	From (Month/Year)	To (Month/Year)	
Hourly or Salary Rate	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties:			
Employer	Address	City, State and Zip Code	
Job Title	From (Month/Year)	To (Month/Year)	
Hourly or Salary Rate	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties:			
Employer	Address	City, State and Zip Code	
Job Title	From (Month/Year)	To (Month/Year)	
Hourly or Salary Rate	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties:			

Employer		Address		City, State and Zip Code	
Job Title			From (Month/Year)		To (Month/Year)
Hourly or Salary Rate		Hours per Week		Reason for Leaving	
Supervisor's Name		Supervisor Phone #		May we contact this supervisor?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties:					
References: Name		Relationship/ Occupation		Phone #	Email Address
1.					
2.					
3.					
<p>Drug Free Work Environment: Medina County ESD No. 1 is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalists for all job openings may be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled substances. Failure of the drug/alcohol screen may result in denial of employment.</p> <p>Falsification of Information: I hereby certify that all statements made on this application and attachments are true and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentation or omission made by me on this application or subsequent interview(s) could cause me to be ineligible for employment or terminated from employment. Further I understand that I am required to abide by all rules and regulations of Medina County ESD No. 1.</p> <p>Verification of Information: I authorize Medina County ESD No. 1 and its constituents to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested by Medina County ESD No. 1. I understand that employment processing may include a criminal background check, drug screening and/or review of the driving record. I hereby release Medina County ESD No. 1 and its agents from all liability in making any investigation and inquiry relative to information contained in the application form.</p> <p>I understand that nothing in this application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in the nature of a contract. I agree to submit to medical examination and drug screening, if required.</p> <p>Medina County ESD No. 1 participates in all State and Federal law, requiring all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Medina County ESD No. 1 will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.</p>					

I understand that, if accepted, this application does not constitute a contract of employment for any specific period of time. I further understand that all employment is at will and may be terminated by notification from either party at any time, with or without cause, and without prior notice.

I have read and agree to the above statements

Signature:

Date:

WAIVER AND RELEASE of LIABILITY

I understand, that in consideration of my application for employment, I may be required to undergo a complete background check, medical physical examination (at ESD expense), alcohol and/or drug testing, and/or a physical agility assessment.

I, _____ (print name) do hereby release Medina County ESD No. 1 and their respective officials and employees from any and all claims, damages, liabilities, actions and causes of action whatsoever which may occur or arise as a result of any injury or damage that I may sustain as a result of participating in such examinations. I also, hereby authorize the Medina County Emergency Services District #1 to conduct background checks on me as warranted by MCESD1 as part of consideration of my application for employment. I make this release freely for myself, my heirs, executors, and administrators.

PLEASE COPY THE FOLLOWING STATEMENT LEGIBLY AND IN YOUR OWN HANDWRITING:

“I CERTIFY THAT I HAVE READ THE FOREGOING WAIVER AND RELEASE AND UNDERSTAND ITS PROVISIONS.”

DATE

SIGNATURE OF APPLICANT

Supplemental Questions

Please answer the following questions and include with your application. Please limit your responses to 1 page per question.

1. Please tell us why you are interested in this position and why it is a good time in your career to join our team.
2. The ESD recently completed a comprehensive Master Plan and is migrating towards a single organizational structure, as part of that plan, to meet the demands of our rapidly growing district. Currently, we are operating with multiple contracted volunteer fire departments and full time EMS. A transition team is also in place. One of the challenges for the new Fire Chief is to oversee and lead this transition. What experience do you have in a similar structure and how would you approach this challenge?
3. Describe what it is like to work for you and how others would describe your management and leadership style.