



Harris County Emergency Services District #46

18425 Timber Forest Dr.
Atascocita, Texas 77346
Voice 281-852-2181 Fax 281-852-3192
Federal ID# 74-1978469
www.avfd.com

POSITION POSTING

Harris County Emergency Services District #46 (ESD #46) is currently seeking qualified candidates for the position of Assistant Chief-Fire Division. This position is an exclusive, exempt, fulltime, paid position that reports directly to the Chief of Department.

The Community

ESD #46 (Atascocita) is located 25 miles northeast of Downtown Houston and is bordered by the San Jacinto River, to the North; Lake Houston, to the East; The City of Humble, to the West and unincorporated Harris County, to the South. The district is a typical bedroom community of 70,000 residents and is one of the fastest growing areas in the state. Close to shopping and entertainment, it is far enough from Houston to feel like a small town, but close enough to provide easy access to all the city has to offer.

Falling within the district boundaries of the Humble Independent School District, recently recognized as the Best Large School District in the State for 2015 by H-E-B, and the Lone Star College System (LSCS), ESD residents have access to the best educational outlets in the state.

Humble ISD provides K-12 education as well as college placement and dual credit course work. It also delivers programs for those with special needs along with adult learning offerings. It is regularly recognized for excellence in education and well-rounded instructional delivery.

Lone Star College System is a highly regarded, accredited, higher education network, with campuses across northern Harris and southern Montgomery counties, all of which are within easy access of ESD #46. LSCS provides an excellent foundation for those wishing to attend college. The system feeds into the larger state university systems seamlessly, providing a great first step for college bound students.

Recreation is plentiful in the area with Lake Houston and the San Jacinto River forming the North and East boundaries of the district. Within a short drive, residents have access to the Sam Houston National Forest. For outdoor enthusiasts, the forest has hiking trails, horseback riding trails and stables, and ATV and motorcycle trails. There is also camping available within the forest as well as nature preserves and outdoor centers.

Access to the Gulf of Mexico, at Galveston, is only a short drive down the Gulf Freeway (I-45). Galveston has many historical and entertainment venues, with something for all ages. Speaking of history, the birthplace of Texas, the San Jacinto battle field, in Deer Park, is only 30 minutes from Atascocita and is co-located with the Battleship Texas museum.

Housing in the district is extremely affordable and plentiful. Recent up swings in the housing market and the constant influx and outflow of oil industry executives makes the housing market very fluid and puts the buyer in the driver's seat.



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The Organization

ESD #46 is the duly elected, taxing body with responsibility for providing emergency services in Atascocita. The district is a 35 square mile area of unincorporated Harris County that is home to some 70,000 residents. Emergency services are delivered via a contract with the Atascocita Volunteer Fire Department (AVFD), which is a 501c4 Emergency Services Organization. In 2014, the organization responded to 4600 requests for service.

The Chief of Department, Assistant Chief-EMS, Assistant Chief-Fire and the Administrator all work for the ESD, as direct employees. The remainder of the staff are employed by AVFD.

The AVFD is a full service, combination fire department, made up of 20 fulltime and 35 part time, paid and 5 volunteer, EMS personnel; 35 part time paid and 55 volunteer, fire personnel and 3 fulltime and 2 part time, support staff. The organization has 6 volunteer EOC staff and 25 auxiliary (PALS) who operate our firefighter rehab team.

The organization operates out of three fire stations, has four pumpers, a tower and four MICU ambulances. We also operate one of the 13 state owned Ambuses, provided by the Southeast Texas Regional Advisory Council. Future expansion promises a marine division, technical rescue and a broadened scope of community risk reduction programs.

The organization is heavily invested and committed to its volunteer component. Many hours are spent each year providing high quality training to 25+ new, volunteer recruits. The health of the organization depends on these members for its success.

The Position

The Assistant Chief-Fire reports directly to the Chief of Department and is in the first tier of executive management of the organization. This position will execute day-to-day operations, manage discipline and morale, develop training standards and ensure they're met and sundry other functions, for all fire division members, paid and volunteer.

Considerable effort has been expended to remove barriers between paid and volunteer members and between fire and EMS divisions. This position is expected to promote that continued harmony and work closely with its EMS counterpart. A heavy emphasis is placed on volunteer recruitment and retention, within the fire division, and that responsibility will fall heavily on the Assistant Chief-Fire.

As this position will have day-to-day operational responsibility, a close working relationship with other command staff members is imperative. Some shared responsibilities include, but are not limited to:

- TCFP compliance
- Fire Division fleet management
- PPE care and maintenance
- Equipment procurement
- Training



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- Community Risk Reduction program development/execution
- SOP/SOG development/Implementation

The Assistant Chief-Fire is an executive level position, within the organization. The fundamental structure of their work schedule is Monday-Friday, with a base 40 hour (plus) work week. However, the expectation is that the successful candidate will expend the time necessary to ensure the successful operation of the organization. This may require night shifts, weekends and holidays, as the needs of the district dictate.

The Candidate

The ideal candidate for this position will meet the following minimum standards:

- Four year degree in one of the following disciplines or an equivalent combination of experience and education: fire science, emergency management, business management, or similar field
- Ten or more years of combination or volunteer municipal fire service experience reflecting increasing levels of responsibility
- Five years of recent, uninterrupted, combination or volunteer municipal fire service management (Captain or higher) or comparable private sector management experience, immediately prior to application
- Possess National Registry and/or Texas DSHS certification as and EMT Basic or above
- TCFP Basic Firefighter or higher
- TCFP Fire Officer II or higher
- TCFP Instructor I or higher
- NIMS 100, 200, 300, 400, 700 and 800 certification

As this position requires availability for coverage of overnight “duty” shifts, the ideal candidate will be required to have or obtain residency within a reasonable distance of a district boundary, within 12 months of appointment. **(Note: no relocation expenses are associated with this position)**

Additionally, with the heavy emphasis on maintaining the volunteer nature of the organization, the successful candidate must be able to demonstrate their affinity towards volunteerism and the continued nurturing of a solid, competent volunteer program.

Compensation Package

- Salary Range: \$80K - \$100K doq
- TML Health, Dental and Vision, 100% paid premium for employee. Family coverage available at employee’s expense
- TCDRS retirement, 6% employee contribution, 7% employer match
- Two weeks Paid Time Off, +1 week every five years



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How to Apply

All interested parties should submit the following to the address below:

- Cover letter and resume'
- Copies of applicable certifications
- Copies of applicable diplomas
- Social media account access information (i.e.: Facebook, Twitter, Pinterist, Snapchat, etc.)
- Full name and aliases, DOB, Driver's License Number (for background check)
- Salary history
- Five personal and five professional references, with contact information

Harris County Emergency Services District #46
c/o Chief of Department
18425 Timber Forest Dr.
Humble, TX 77346

Schedule of Events

Application period: 9/22/2015 – 10/12/2015
Primary Vetting: 10/13/2015 – 10/26/2015
Phone Interviews: 10/27/2015 – 11/2/2015
Assessment Center: 11/7/2015
Job Offer: 11/17/2015