

# SOUTH MONTGOMERY COUNTY FIRE DEPARTMENT



Assistant Fire Chief  
of Administration



Montgomery County ESD #8



# South Montgomery County Fire Department

## Assistant Chief of Administration

The South Montgomery County Fire Department seeks a highly motivated, experienced fire service professional to serve as the Assistant Chief of Administration. This is an exceptional opportunity to provide leadership and management to a rapidly growing, progressive Fire Department.

The District has a rich, rewarding quality of life and community spirit. Located 30 minutes north of Houston Texas, it offers the advantages of a small community with the nearby culture and entertainment resources of a big city.

The Assistant Chief of Administration is responsible for planning, organizing, and directing the administration staff of the Fire Department. This position reports to the Fire Chief and provides key leadership to the Fire Department.

## THE DEPARTMENT

The South Montgomery County Fire Department is directed by Interim Fire Chief Troy Koterak. Under his direction are 132 sworn personnel, and 7 civilian employees as listed below.

Rank/Title	No. of Positions
Chief (open)	1
Assistant Chief - Operations	1
Assistant Chief - Administration (pending)	1
Battalion Chief - Preparedness	1
Battalion Chief - Training/Safety	1
Battalion Chief - Operations	6
Lieutenant - Training	1
Operations Lieutenants	21
Safety Officer/Inspector	3
Engineer/Operator	30
Firefighter	62
Fire Inspector	2
Quartermaster	1
IT Manager	1
Fleet & Facilities Maintenance	2/1
Fire Prevention Manager	1
Personnel Manager	1
Executive Assistant	1
Administrative Support	1

## Operations Division

South Montgomery County Fire Department operates 6 fire stations across the District's 53 square miles. Services provided by the Fire Department include fire suppression, fire prevention, basic first response emergency medical services, accident response, and water rescue. Departmental front line apparatus include 5 engine companies, 2 quint companies, 1 ISO cascade service trucks, 2 brush trucks, 2- 3300 gallon tanker/tenders, 2 all-terrain vehicles, 3 swift water rescue boats, 1 flat bottom evacuation boat, 2 high water vehicles, 2 Battalion Chiefs, and 1 Safety Officer/Inspector.

## Training Division

The Training Division is responsible for the professional development of all staff. Training is scheduled each day of the week to keep all firefighters proficient. This is accomplished with the department's Class A live burn/flash-over facility and five-story training tower. For calendar year ending December 31, 2021 the training division will have logged over 47,000 combined hours of continuing education for staff.

## Fire Prevention/Inspections

In addition to responding to fires and other incidents within our District, we have an inspections division that handles life safety inspections annually. We have 2 inspectors assigned to administration and a Safety Officer/Inspector assigned to each shift who verifies compliance of the International Fire Code.

The Fire Department has a strong commitment to public education. We instruct CPR classes throughout the year, as well as offer fire extinguisher training to local businesses. Our Public Education program teaches children and adults about fire safety and other personal safety skills.

## Fleet & Facilities Maintenance Division

The Maintenance Division is a full service operation responsible for the preventative and routine maintenance and repair of all apparatus, facilities and equipment. There are three personnel assigned to the division working out of a climate controlled dedicated facility located at Fire Administration.

## Montgomery County ESD #8

The South Montgomery County Fire Department operates under the authority of the Montgomery County Emergency Services District (ESD) #8. An ESD is a political subdivision of the State of Texas established in the State Legislature under the Health and Safety Code chapter 775. An ESD is much like a School District, as it has the legal authority to levy ad-valorem property taxes for the services it provides. Though an ESD works closely with County Government, they are their own entity. An ESD Board consists of five members of the community appointed by Commissioners Court to oversee the funding for emergency response.

In 2009, Montgomery County Emergency Services District #8 terminated the contract with their prior Fire Department service provider, and formed its own Fire Department. Robert Hudson was hired as the first full-time career Chief.

The South Montgomery County Fire Department is responsible for the delivery of fire/rescue emergency response, along with basic life support first response, to an unincorporated area encompassing nearly 53 square miles. This service area includes two major thoroughfares.

This is accomplished through the strategic placement of six fire stations all of which are permanently staffed. South Montgomery County Fire Department works in conjunction with the Montgomery County Hospital District (MCHD), who provides the Mobile Intensive Care transport units for the County Emergency Medical Service. MCHD currently co-locates at two of our facilities

After many improvements to the fire department, since its creation in 2009, the department requested the Insurances Services Office (ISO) conduct a regrade of the department.

On March 11, 2014, we received notice from ISO that our district wide classification was changed to a Class 1. Our department works tirelessly to ensure our public safety exceeds expectations.



SCPFFA - Local 4683

The South Montgomery County Fire Administration works closely with the South County Professional Fire Fighters Association (SCPFFA) Local 4683 to provide a solid relationship with operations personnel. Local 4683 is an affiliate of the International Association of Fire Fighters and the Texas State Association of Fire Fighters.

## THE COMMUNITY

South Montgomery County Fire Department is located along Interstate 45, about 30 minutes north of downtown Houston and just east of The Woodlands, Texas. The area is experiencing explosive growth in infrastructure, and population, due to the addition of a second major highway and the relocation of the Exxon Mobil world headquarters along our southern border, in Harris County.

The Conroe Independent School District is tops in the nation adding to the attraction for families to relocate here. Current District population is seventy to eighty thousand with another fifteen to twenty thousand residents expected to locate here in the next five years.

The local population, including our initial aid partners, is over three hundred thousand with all area Districts experiencing the same growth potential.



## CANDIDATE PROFILE

The Assistant Chief of Administration is a key member of the leadership team and will require highly developed technical skills, polished communication and presentation skills, the ability to perform under pressure, the capacity to meet deadlines, and the ability to develop and maintain credibility and trust with the department, the public and cooperating agencies at the local, state, and federal levels. The ideal candidate for this position will possess the competencies, knowledge, skills and abilities described below:

- Be an individual with a strong sense of self determination who demonstrates the highest levels of personal and professional integrity and behavior and who leads by example with commitment and ethical standards.
- Have in-depth knowledge and experience in the management of career fire departments, along with significant operational experience in the various ranks of a fire department as his/her career has progressed.
- Have proven ability to manage staff resources within the confines of an annual operating budget.
- Manage its personnel, budget, programs and activities with an eye for continuous improvement to meet the needs of the community.
- Have a strong and visionary style of leadership, both engaging and personable, emphasizing the needs of the community.
- Ability to establish and maintain highly effective, collaborative working relationships with officials, administration and managers, employees, the media and citizens.
- Have a proven track record in creating cohesive teams, establishing a strategic direction, developing momentum, motivating staff, and managing change, along with the ability to create strategic long-term plans.
- Be committed to leading change, willing to make tough, often unpopular, decisions that benefit the organization, maximize its human and equipment resources, and provide the best possible services to the residents and businesses the Department protects.
- Operate as a decisive leader willing to collaborate with staff while remaining responsible and accountable for the final decision.
- Have a commitment to mentoring, training, staff development and involvement, while valuing employee input into decisions and developing the leadership for tomorrow's Department.



- Will be astute and display impeccable character, candor and a professional reputation.
- Have a background that will demonstrate a record of outstanding professional accomplishment and the ability to maintain productive professional relationships with elected officials, peers, staff.
- Possess outstanding communications, negotiation and management skills.
- Demonstrate professional resolve, strength of character and resilience in the face of criticism or challenges.
- Be highly accomplished in the fire service, committed to a long term relationship and dedicated to the long-term good of the Fire Department and the community.

## EDUCATION/EXPERIENCE

Qualified candidates must show an accomplished 20 year or more fire service background displaying effective progression from Firefighter to multi company officer, with the majority of the time spent directly in emergency response. Candidates should demonstrate knowledge of fire department operations and management of public administration in local governments, and knowledge of best practices in the management of career fire and emergency services, and the principles and practices of emergency preparedness and disaster response.

Candidates shall have completed ICS/NIMS training and have a solid background of implementation on emergency scenes. Candidates must obtain TCFP Certification as a Fire Officer IV within one year of appointment. Preference may be given for advanced training such as National Fire Academy Executive Fire Officer (EFO) Program and/or TEEX Fire Service Executive Chief Officer Program.

Texas Department of Health EMT Basic with preference to Paramedic.

The individual backgrounds of candidates will be reviewed and the combination of experience, education and training will be considered.

## Texas County and District Retirement System

The South Montgomery County Fire Department participates in the Texas County & District Retirement System (TCDRS. TCDRS is a defined contribution plan that is funded through a required 7% employee contribution with a 14% District match. There is a guaranteed 7% compound yearly interest contribution.

TCDRS is a portable retirement that is one of six retirement plans that work together for overall employee vesting. Those include: Employees Retirement System of Texas, Teacher Retirement System of Texas, Texas Municipal Retirement System, Judicial Retirement System, and City of Austin Employee's Retirement System.

Our plan requires an 8 year vesting with retirement eligibility after 30 years, or the rule of 75 (age plus years of service equals 75 or 60 years of age).

### COMPENSATION

The salary will be a competitive executive salary with a starting rate commensurate with experience and qualifications. A Department issued vehicle and cell phone is provided, as well as an attractive benefits package. Benefits include group health, dental, vision, and life/disability insurance package. 10 paid holidays per year, vacation and sick leave plans, pension plan, 457 deferred compensation plan, longevity and non-tobacco and certification incentives.

### HOW TO APPLY

For additional information on this opportunity, please contact Chief Troy Koterak at 281-363-3473 or email to [employment@mcesd8.org](mailto:employment@mcesd8.org).

Original application and Curriculum Vitae (CV) must be received at the address below by January 28, 2022 at 1700 hours.

South Montgomery County Fire Dept.  
ATTN: Employment - AC Administration  
27900 Robinson Road  
Conroe, TX 77385

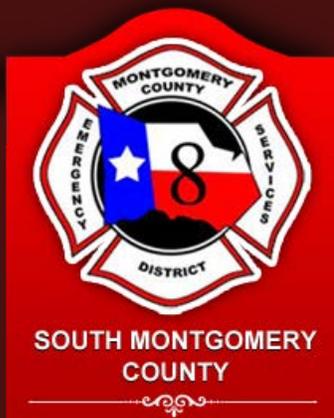
SMCFD is an Equal Opportunity Employer. SMCFD does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas or disability in employment of the provision of services.





## MISSION STATEMENT

The South Montgomery County Fire Department is committed to the preservation of life and property through our dedication to excellence in emergency response, prevention and education.



[www.mcesd8.org](http://www.mcesd8.org)



# SOUTH MONTGOMERY COUNTY FIRE DEPARTMENT



<b>Job Title:</b>	<b>Assistant Fire Chief-Administration</b>	<b>Job Category:</b>	Administration
<b>Level/Salary Range:</b>	FLSA-Exempt	<b>Position Type:</b>	Benefits: Eligible
<b>Job Description</b>			
<p><b>Job Purpose:</b></p> <p>To establish the duties and responsibilities of the Assistant Fire Chief of Administration for the South Montgomery County Fire Department-Montgomery County Emergency Services District #8.</p> <p><b>Job Summary:</b></p> <p>The Assistant Chief of Administration is appointed by and serves at the pleasure and direction of the Fire Chief. The Assistant Chief is an at-will, exempt status member of the senior staff management team. The Assistant Chief serves under the direction and immediate supervision of the Fire Chief to assist the Fire Chief to plan, organize, and direct designated divisions and assists in achieving Board policy, goals, and legal mandates of the District; and performs other duties as required.</p> <p><b>Duties include but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Devote his/her full time, attention, and energies to the business of the District.</li> <li>• Devote a minimum of forty (40) hours per week performing assigned duties.</li> <li>• Use his/her best efforts to promote the interests and goodwill of the District.</li> <li>• Perform such duties as may be reasonably required by the Fire Chief.</li> <li>• Serves as an assistant and confidential aide to the Fire Chief; consults and advises in an honest, frank, tactful. And timely manner; promotes a harmonious and effective working relationship with the ESD Board, District personnel, and in contact with the members of the community; investigates complaints and takes appropriate action.</li> <li>• Maintains a continual information flow to the Fire Chief, insuring the reliability of all information.</li> <li>• Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; and comply with and support District policies and procedures.</li> <li>• Direct and oversee the actions of assigned staff; hold subordinate managers and supervisors accountable for the enforcement of rules, regulations, orders, procedures, policies and employment agreements.</li> <li>• Oversee the daily operations of the Administration Division to include fire prevention, life safety code compliance, public safety education, preparedness, emergency management, finance, human resources, fleet/facility maintenance, and administrative support services of the District.</li> <li>• Develop a draft annual budget and submit for approval by the Emergency Services District Board.</li> <li>• Oversee purchase orders, contracts and RFPs to ensure fiscal responsibility and proper management of the operating budget.</li> <li>• Develop annually a forecast of funds needed for effective operations of the District; monitor and approve expenditures and implement mid-year adjustments.</li> <li>• Recommend changes in spending online items based on changing conditions in order to balance revenues with expenditures.</li> <li>• Ensure that the Districts financial records and budgets are maintained and that the Fire Chief is properly advised regarding the fiscal position of the District.</li> </ul>			



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- Manage the purchase, storage, and distribution of all supplies and commodities of the department to include self-contained breathing apparatus, personal protective equipment, and related tools and equipment directly, or through subordinate staff.
- Manage the purchase of apparatus, and preventative maintenance and repair of all fire apparatus, vehicles, and District facilities.
- Manage the department's review of new construction, fire inspection of buildings and property, and inspection of automatic fire extinguishing systems and alarms systems, directly or through subordinate staff.
- Coordinate testing and evaluation of department apparatus and equipment; monitor data and records for risk management.
- Coordinates department infrastructure, projects new facilities and property acquisition.
- Managers the planning, formulating, updating, and maintaining of various emergency management documents, and maintain the readiness of the Department Operations Center (DOC), either directly or through subordinate staff.
- Manage the Districts strategic and master planning process.
- Assist the Fire Chief with the identifying, establishing, and implementing of best practices related to departmental activities with a focus on continuous improvement, efficiencies and cost effectiveness.
- Take a leadership role in projects assigned by the Fire Chief.
- Meet as required with other members of the Executive Staff to maintain understanding of the status of the District.
- Assist the Fire Chief with purchasing and bid letting to ensure cost efficiency and compliance with law.
- Assist the Fire Chief in setting and executing the vision, mission, and objectives for the District.
- Assist the Fire Chief in developing goals for future years and planning of capital purchases and budgets.
- Review all District payrolls and sign off as to their accuracy and completeness.
- Maintain a liaison with Executive Officers of IAFF Local 4683 as applicable.
- Analyze and recommend improvements to existing facilities, equipment, and operating systems of the District.
- Work with District staff to recruit, test, interview, and develop job offers to hire new District employees.
- Work with the Human Resources Manager to develop appropriate and cost-effective benefits packages to include employee health care plans.
- Be the primary point of contact for all grants and deployment reimbursements and ensure all required documentation and applicable rules are followed.
- Work with the Human Resources Manager on all compensation claims.
- Maintain a thorough understanding of the Insurance Services Office (ISO) current standards and requirements. Review data collection to allow the District to maintain its current ISO PPC Class 1 rating.
- Develop drafts of fire department policies and procedures for review and approval by the Fire Chief.
- Monitor and review Federal, State and County regulations and codes as they pertain to the fire District and its fire service area.
- Knowledge of applicable local, state, and federal laws and regulations to ensure District operations are consistent with legal mandates.



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- Be responsible for the purchase, implementation and updating of all radio systems, traffic preemption, communication modems, and in-vehicle and facility computer systems.
- Be the liaison with the District's contracted IT/computer vendor.
- Assist the Fire Chief in developing long and short-term fire department goals.
- Perform human resource functions to include assisting in personnel development, performance evaluations, and operational audits aimed at increasing effectiveness and reducing liability, and discipline control.
- Represent the District in the community and at various meetings as assigned or directed by the Fire Chief.
- Be available to respond to emergencies during non-business hours as needed.
- If first arriving at an emergency incident, establish Incident Command (IC) System where command has not been established. Be prepared to assist in the command process where command has already been established.
- If the Incident Commander, set up the command structure according to established departmental procedures, and set scene objectives and strategies.
- Be prepared to function in any level of the Incident Command structure.
- Attend periodic schools, conferences, workshops, and seminars as directed by the Fire Chief to maintain a high degree of ability, knowledge, and understanding of fire service methods, practices, developments and attitudes.
- In the absence of the Fire Chief, and Assistant Chief of Operations, assume the duties of the Fire Chief.

### **Knowledge Of:**

- Principles and methods of fiscal management, budgetary preparation and controls, program planning, implementation, and administration.
- Fire laws, codes, regulations, statutes, and policies.
- Texas workers compensation laws.
- FLSA
- FMLA
- The National Incident Management System.
- District policy and procedures and related federal, state, and local guidelines.
- District streets and geography.
- Supervisory principles and practices.
- Computers and job-related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in preparing and administering budgets.
- Skill in oral and written communication.



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## Minimum Skills & Qualifications:

- Minimum 20 years fire service experience with progressively increasing responsibility.
- An Associate of Arts degree in Fire Science or related field from an accredited university or college, with additional specialized training in fire department operations and administration.
- TCFP Fire Instructor II
- TCFP Fire Officer IV within one year of appointment.
- Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication, Ability to Adapt to a Dynamic Workload.

## Desired Qualifications:

- A Bachelor of Science degree in Fire Science or related field from an accredited university or college, with additional specialized training in fire department operations and administration.
- Graduation from the Executive Fire Officer Program.
- Certification as a Chief Fire Officer through the Center for Public Safety Excellence (CPSE).
- Completion of the Texas A&M Fire Service Chief Executive Officer Program (FSCEO).
- Completion of the Texas Fire Chief's Academy.

Last Updated By:	Hudson	Date/Time:	12/22/2021
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