



Join Our Team

Chief Fire Administrator Opportunity

We're searching for a visionary Chief Fire Administrator to drive excellence in emergency services and community safety.

Bring your passion and expertise to a role where you can truly make a difference!

Holidays, paid time off, deferred compensation, medical, dental, and vision insurance, TCDRS retirement plan, plus additional benefits.
Starting Salary based on experience and qualifications.





Job Posting

Apply to: jobs@bcesd3.com

Job Title: Chief Fire Administrator **Full Time Position, Exempt**
Supervisor: Executive Director **Salary Dependent Upon Experience and Qualifications**
Supervises: Fleet Maintenance Coordinator, Facilities Maintenance Coordinator, and Fleet & Facilities Assistant

Position Summary: Under general supervision, the Fire Services Administrator plans, organizes, and directs the administrative, budgetary, and personnel operations in support of the emergency services provided by the BCESD 3 fire departments and service providers. Key duties include acting as a liaison between the Fire Chief(s) and other agencies, managing purchasing, developing budgets, maintaining compliance with regulations, handling records, coordination of training, and related work as required.

Essential Duties and Responsibilities:

- Performs as the liaison to those fire departments that contract to provide fire suppression service in Brazoria County ESD No. 3 (BCESD 3). As the BCESD 3 liaison, this person will:
 - Coordinate with each of the fire chiefs from the contract fire service providers on matters related to operational support allocations, contracts, capital projects, training, firefighting recruitment and retention, and other related matters
 - Work closely with contract fire service providers in a support role
 - Works to ensure contract compliance by each fire service provider
- Performs as the administrative head of those fire departments that have chosen to become components of the BCESD 3 Fire Department, consisting of the CR 143, Liverpool, and other departments. As the administrative head of the BCESD 3 Fire Department, this person will assist the fire chief(s) with administrative and operational support to include:
 - Work closely with the fire chief(s) to ensure that all services are provided in support of professional, effective fire suppression operations that mitigate the loss of life and property
 - Work with the fire chief(s) to coordinate necessary design, construction, and maintenance of fire stations, fire equipment, fire vehicles, and information technology.
 - Plan and organize the strategic direction of the BCESD 3 Fire Department.
 - Develop annual budgets, manage purchasing and accounts payable, and process grants.
 - Create and maintain policies and procedures for the BCESD 3 Fire Department
 - Assist in the recruitment and retention of volunteers and paid personnel
 - Manage records, files, and ensure compliance with local, state, and federal laws.
 - Handle inquiries from the public, manage meetings, and coordinate community outreach and education programs.
- Other duties, as assigned by the Executive Director.

Required Knowledge and Skills

- **Systems & Software:** Proficiency in office software, record-keeping, and financial software.
- **Communication:** Strong written and verbal skills.
- **Fire Service Knowledge:** Understanding of fire safety, EMS protocols, and incident command systems.
- **Leadership:** Ability to work independently under pressure and manage staff.

Preferred Qualification:

- May be required to serve as the on-scene fire suppression supervisor when operational conditions necessitate

Minimum Qualifications:

- Hold a valid Class-B Texas Driver’s License or obtain within 30 days of hire.
- Hold a 4-year college degree in Business, Public or Fire Services Administration, Emergency Management, or closely related field. Graduate degree and EFO program (preferred).
- Have 10 or more years of progressive fire department experience with at least 2-years as a chief officer or head of department in a combination system or career fire system of similar size.
- Eligible for certification as a structural firefighter by the Texas Commission of Fire Protection (TCFP) at date of hire and obtain certification as Head of Department with the TCFP within one year of appointment.
- Must live within 30 miles of the service area or be willing to relocate within 6 months of hire.

Physical Requirements and Work Environment:

- Requires daily sitting, talking, listening, and use of hands and/or fingers to grasp, handle, pick up, pinch, type or feel; frequent standing, walking stooping, crawling, kneeling, crouching, and reaching with hands or arms, occasional lifting and moving of objects up to 50 pounds.
- Close vision, ability to focus. Requires ability to operate general business equipment, computer, telephone, and two-way radio.
- Work environment may vary to be outdoor, in fire department bay areas, or in an office setting, as the work requires.

Brazoria County Emergency Service District 3 (BCESD 3) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), BCESD 3 will provide reasonable accommodation necessary to qualified employees and prospective employees.

The statements in this document are intended to describe the general nature and level of work performed by individuals assigned to this position. They are not intended to be exhaustive or a list of all responsibilities, duties and skills required of the position. This document in no way constitutes a contract of employment. BCESD 3 reserves the right to modify job descriptions, policies, or any other procedural documents at any time, for any reason, without prior notice.

APPROVED:

Jeff D. Braun
Executive Director

Date



BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3
6931 MASTER RD P.O. BOX 1253
MANVEL, TEXAS 77578
PHONE: 281-519-8779
FAX: 281-489-0024

Application for Administrative Employment

Position applying for: _____

Job Status: Intern Part-time Full-time

Demographic Information:

Last Name: _____ First Name: _____ Middle Init: __ DOB: _____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

Emergency Contact:

Name: _____ Phone: _____ Name: _____ Phone: _____

Additional information:

Do you have legal right to reside and work in the United States? Yes No

Have you been dismissed and/or allowed to resign in lieu of discharge? Yes No

Have you been convicted of a felony? Yes No

If yes, please explain: _____

Certification Information:

Job related certifications and designations

Certification: _____ Certification: _____ Certification: _____

Exp Date: _____ Exp Date: _____ Exp Date: _____

Education Information:

Highest Level of Education: GED HS Diploma Some College Bachelors Masters

Last Education Institution Attended: _____

Degree/Certification Obtained: _____

Additional Certification: _____ Expiration Date: _____

Additional Certification: _____ Expiration Date: _____

Additional Certification: _____ Expiration Date: _____

Other Skills: _____

BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3
APPLICATION OF ADMINISTRATIVE EMPLOYMENT

Employment History:

Current or Most Recent Employer

Name of Employer: _____ Supervisor Name/Title: _____

City/State: _____ Telephone Number: _____

Your Position: _____ Date of Employment: _____

Starting Pay Rate: _____ Ending Pay Rate: _____

Duties of Your Position: _____

Reason for Leaving: _____

May we contact your supervisor? Yes/No: If no why? _____

Previous Employer

Name of Employer: _____ Supervisor Name/Title: _____

City/State: _____ Telephone Number: _____

Your Position: _____ Date of Employment: _____

Starting Pay Rate: _____ Ending Pay Rate: _____

Duties of Your Position: _____

Reason for Leaving: _____

May we contact your supervisor? Yes/No: If no why? _____

Previous Employer

Name of Employer: _____ Supervisor Name/Title: _____

City/State: _____ Telephone Number: _____

Your Position: _____ Date of Employment: _____

Starting Pay Rate: _____ Ending Pay Rate: _____

Duties of Your Position: _____

Reason for Leaving: _____

May we contact your supervisor? Yes/No: If no why? _____

**BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3
APPLICATION FOR ADMINISTRATIVE EMPLOYMENT**

Personal References

Last Name: _____ First Name: _____ Middle Init: ____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

Last Name: _____ First Name: _____ Middle Init: ____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

Last Name: _____ First Name: _____ Middle Init: ____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

Acknowledgment

I acknowledge that all information provided, and questions answered in this application have been answered truthfully and to the best of my ability. I also acknowledge that any falsification of this application can result in immediate termination or failure of being hired. I also acknowledge that upon receiving a conditional offer of employment I will be required to participate in a pre-employment drug screen, physical, and background investigation.

Signature

Date

Submission of Application

Mail

Human Resources
PO Box 1253
Manvel, Texas 77578

Fax

281-489-0025

Email

Jobs@bcesd3.com