



# Lake Travis Fire Rescue

Travis County Emergency Services District No. 6

Lake Travis Fire Rescue is seeking a Fire Corps Program Manager to oversee its new Fire Corp Program.

Position is part-time, permanent  
Pay rate \$16.50 per hour

To apply please submit resume by email to: [resume@ltfr.org](mailto:resume@ltfr.org)

or mail to: HR Manager  
PO Box 340196  
Austin, TX 78734

Job description and requirements:

## **FIRE CORPS PROGRAM MANAGER**

### **SUMMARY:**

Plans, organizes, coordinates and directs the activities of the District's Fire Corps Program (Non-Compensated Personnel). Lake Travis Fire Rescue's Fire Corps Program includes administrative and operational (emergency and non-emergency) functions. (Contractual and business functions of non-compensated personnel (NCP) will not report through this position.) Provides complex staff assistance as requested by the Executive Staff.

### **ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

1. Deliver a high level of customer service through consistent, professional and organized response to all internal and external customer requests
2. Recommend goals and objectives, assist in development of policies and procedures related to the effective and safe operation of the Fire Corps Program
3. Participate in budget development and coordination, prepare cost estimates for budget recommendations, provide justifications for budget items, monitor and control expenditures related to operation of Fire Corp Program
4. Plan and manage the Fire Corps Program and NCP staff, grant programs and community relations
5. Direct, oversee and participate in development of Fire Corps Program work plan, assign work activities, projects and programs, monitors work flow, implements approved policies and procedures, reviews and evaluates work products, methods and procedures

6. Assist with recruiting, interviewing and recommendation in hiring process of Non-Compensated Personnel (NCP)
7. Represent District at meetings with other associated organizations to consider use of the District's Fire Corps Program
8. Organize, facilitate and attend meetings and workshops in connection with Fire Corps Program and the District with internal and external resources and opportunities
9. Serve on various boards and community coalitions
10. Design and monitor all NCP training programs working closely with Fire and EMS training staff to coordinate training.
11. Assures comprehensive training records are compiled
12. Provide Assistant Chief – Fire Prevention Division or his/her designee with quarterly and annual reports on the Fire Corps Program
13. Provides all personnel information for all new NCP
14. Meet with citizen groups, organizations, and contractors; conduct oral presentations and provide information on District's Fire Corps Program for informational, recruitment and marketing purposes; schedule and conduct training sessions and workshops
15. May be required to respond to incidents on an on-call basis
16. Notifies other emergency responder personnel of any unusual hazards
17. Prepare, manuals, program and grant proposals, advertisements, draft letters and memos
18. Develop, implement and monitors specifications, purchasing, warehousing, distribution, repair, maintenance and test activities for all equipment assigned
19. Properly interpret and make decisions in accordance with established laws, regulations and District policies
20. Makes purchases of a general, technical and/or specialized nature and assures compliance with purchasing policy of all Fire Corps Program purchases consistent with Financial and Administrative Policies and Procedures
21. Prepare and review specifications working with District Fire Prevention and Operations Divisions to assure that any required commodity bidding process is competitive
22. Review, analyze and make recommendations on bids for awarding of contracts related to the Fire Corps Program
23. Assures Fire Corps Program functions are in place to support all areas assigned
24. Provides NCP to perform day-to-day Fire Corps Program functions
25. Receive and report Fire Corps Program concerns to the Assistant Chief – Fire Prevention Division or his/her designee
26. Establish and maintain cooperative working relationships with those contacted in the course of work.
27. Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner
28. Deal effectively with others in difficult situations
29. Address complaints and resolve issues related to the functions assigned through the proper chain of command
30. Assist with investigation of concerns and make recommendations for corrective action to Assistant Chief Fire Prevention Division or his/her designee
31. Performs related duties as assigned as they relate to the safe and effective operation of the Fire Corps Program
32. Performs the Supervisory Responsibilities listed, but not limited to, those below:
  - Supervise all Non-compensated Fire corps Personnel (NCP) and carry out supervisory responsibilities in accordance with the District's Policies/Procedures and applicable laws
  - Emphasize safe and effective interaction with other agencies
  - Provide career direction, coaching, and schedule, conduct, and/or coordinate NCP training to assigned personnel related to the safe and effective operation of the Fire Corps Program
  - Responsible for planning, assigning and directing work

- Conduct NCP performance appraisals and recommend rewards or make recommendations to Assistant Chief Fire Prevention Division on disciplinary action or terminations of Fire Corps NCP in accordance with District Policies and Procedures
- Implement disciplinary procedures as directed by Assistant Chief Fire Prevention Division
- Monitor work performance with assistance of other supervisors or administrators, including providing recommendations on hiring, disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge:**

1. Budgeting procedures and techniques
2. Grant writing
3. Principles and practices of hiring, supervising and training non compensated (volunteer) personnel
4. Modern principles and practices of emergency services
5. Principles and practices of basic Incident Command System (ICS)
6. Modern principles of Fire Department administration
7. Safe work practices
8. Principles and practices pertaining to purchasing and inventory

### **Experience and Training:**

Any combination of experience and training that would provide required knowledge and skills is qualifying. A typical way to obtain necessary knowledge and skills would be: minimum five years experience in a commensurate senior level position and minimum one year supervisory/leadership responsibility in a volunteer system

### **Education:**

Required: High school diploma or general education diploma (GED)

Equivalent to completion of Associate Degree from an accredited college or university with major course work in fire science, emergency management, or related fields, with emphasis on administration and leadership

### **License and Certifications:**

Valid Class C Texas Drivers License

CPR [American Heart Association, BLS for Healthcare Providers (CPR & AED) Program}

Instructor/Teacher Certification from one of the following agencies:

- Texas Commission on Fire Protection
- Texas Commission on Law Enforcement Officer Standards and Education
- Texas State Board for Educator Certification

Other Instructor/Teacher Certification may be considered upon evaluation

### **Language Skills:**

Read and comprehend complex instructions, technical manuals, correspondence and memos; compose technical correspondence and memos; effectively present information to customers, clients, and Executive Staff and employees of the District in one-on-one settings, small and large groups

**Mathematical Skills:**

Add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals; compute rates, ratios and percentages and draw and interpret various graphs

**Reasoning Ability:**

Apply common sense understanding to carry out instructions furnished in written, oral or diagram form; deal with problems involving several concrete variables in standardized situations; exercise considerable initiative and independent analytical and evaluative judgment

**Computer Skills:**

Efficiently use the following software packages and/or systems:

- Microsoft Word®, Excel®, Microsoft PowerPoint®, Microsoft Access®
- Record Management System (RMS - Firehouse®)
- Internet Browsers
- Department supplied hardware
- Experience with the following highly desired:
  - CAD (Computer Aided Drafting), (Computer Aided Dispatch) & GIS Software
  - TeleStaff® (Staffing Software)
  - FD On Scene ® (Incident Management and Pre-Plan Software)

**PHYSICAL DEMANDS and WORK ENVIRONMENT:**

This position regularly requires the individual to: stand, walk, sit, use hands and fingers, handle or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl and talk or listen to verbal communication and sounds; regularly lift and/or move up to 100 pounds. Vision abilities required include peripheral vision, depth perception and ability to adjust focus.

The individual in this position may be exposed to wet and/or humid conditions, moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, severe outside weather conditions, extreme cold, extreme heat, risk of electrical shock, explosives, risk of radiation and vibration. The noise level in this type of work environment is usually very loud. This position will usually involve meeting deadlines, frequent change of tasks, working closely as part of a team, performing multiple tasks simultaneously, performing tedious and/or exacting work; position requires irregular schedule and additional work hours occasionally.