



# ASSISTANT FIRE CHIEF

City of Midlothian, Texas

Recruitment Services Provided By





# About Midlothian

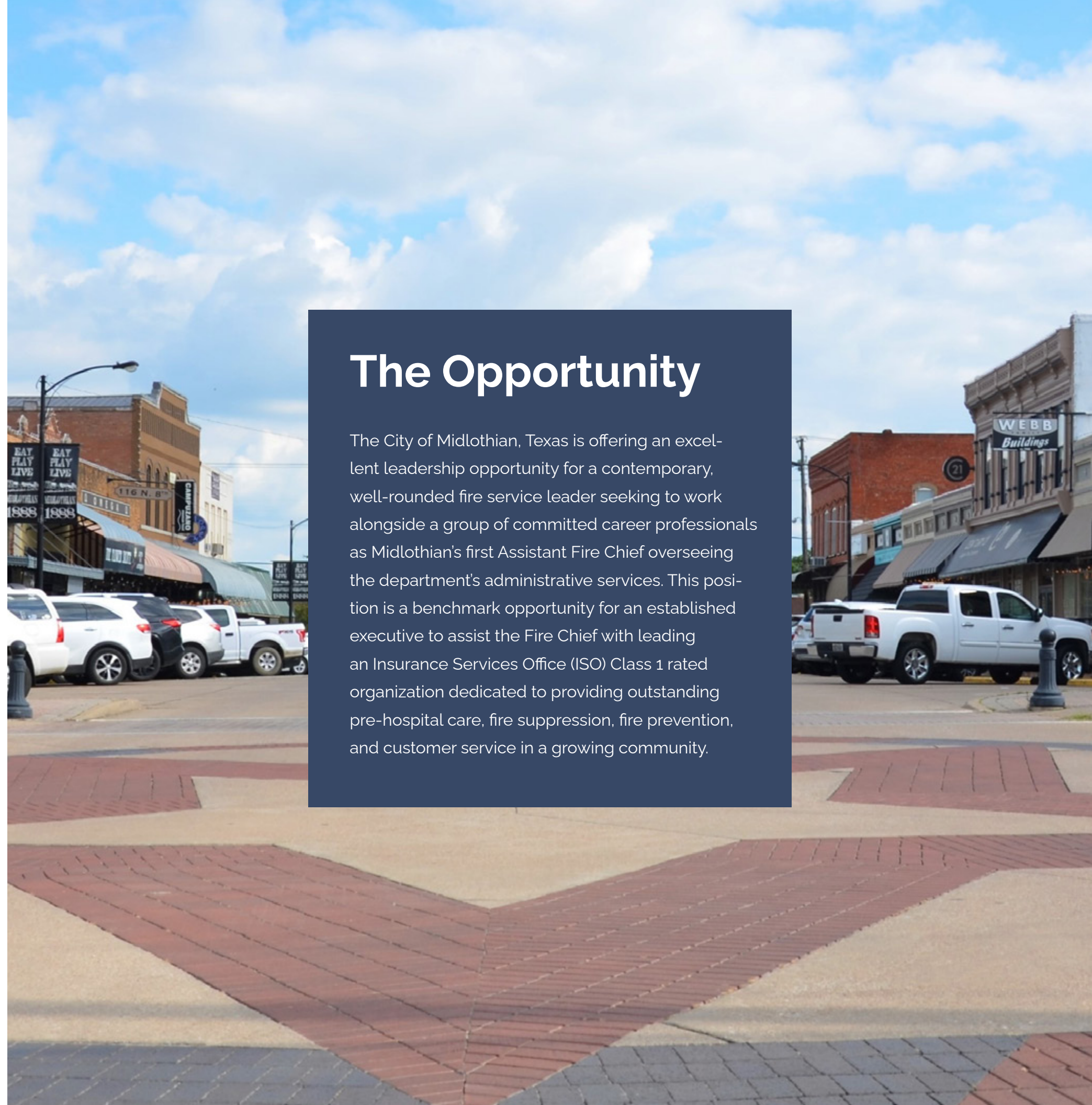
Founded in 1888, Midlothian's initial settlers worked the land as farmers. After World War II, the city began attracting major industry. In recent years, several light manufacturing companies have built major facilities in Midlothian. Today, industry accounts for 17.7 percent of Midlothian's jobs. With a strong local economy and a beautiful, rural atmosphere, people are drawn to Midlothian for its charm, well-regarded public schools, and plentiful job opportunities.

Located in northwest Ellis County, Texas, about 25 miles from either Dallas or Fort Worth at the juncture of US Highways 287 and 67, Midlothian is part of the Dallas-Fort Worth (DFW) Metroplex, the economic and cultural hub of North Texas. Midlothian, the gateway community to the peaceful suburbs of Ellis County, encompasses a land area of 64.42 square miles.

As Midlothian experiences increased residential and commercial development, it is revitalizing its historic Downtown. The new Public Library and City Hall serve as the heart of the new town square. A new public safety facility is in the planning stages. Capitalizing on Midlothian's reputation as one of Texas' safest cities, the City's Downtown Master Plan focuses on making Downtown a safe, walkable, and vibrant destination with ample green space.

## The Opportunity

The City of Midlothian, Texas is offering an excellent leadership opportunity for a contemporary, well-rounded fire service leader seeking to work alongside a group of committed career professionals as Midlothian's first Assistant Fire Chief overseeing the department's administrative services. This position is a benchmark opportunity for an established executive to assist the Fire Chief with leading an Insurance Services Office (ISO) Class 1 rated organization dedicated to providing outstanding pre-hospital care, fire suppression, fire prevention, and customer service in a growing community.







# City Government

Incorporated under a Home Rule Charter in 1980, Midlothian is a full-service city providing the community with the traditional array of municipal services, including police, fire and emergency medical services, parks and recreation, library, animal services, senior activities center, public works, and water utilities.

Midlothian uses a council-manager form of government. The City Council is comprised of a mayor and six council members elected at-large by the citizens of Midlothian. The City Council appoints the City Manager, who serves as the Chief Administrator and Chief Operations Officer for the City. The City Manager is responsible for leading, guiding, and directing day-to-day municipal operations while providing research and strategic recommendations to the City Council on budget, programs, policies, and services. The City Manager implements the municipality's administrative responsibilities via a dedicated team of professional department directors and Assistant City Managers.

Midlothian's 2024-2025 Annual Operating Budget may be viewed [here](#).



# The Department

The Midlothian Fire Department (MFD) was formed in 1906 and, over time, has progressed from being an all-volunteer department to a combination volunteer and career organization. Currently, MFD is an all-career organization serving a 115 square mile service area that includes the City of Midlothian and Ellis County Emergency Services District 2, a 51 square mile unincorporated area adjacent to Midlothian. As a suburban fire department, with a significant geographic footprint, MFD serves a population of more than 53,000 people. MFD is responsible for protecting an inventory that includes single family homes, apartments, nursing/assisted living facilities, cement and steel manufacturing plants, an electricity generation plant, large data centers, high-rack distribution warehouses, box stores, shopping centers, a multi-story convention center and hotel, a college campus, two major state highways which also serve as hurricane evacuation routes, and the only airport in Ellis County to accommodate commercial aircraft. MFD provides mutual aid to its surrounding communities while also providing contract ambulance services to the nearby city of Ovilla.

The Midlothian Fire Department's mission is to provide service excellence through outstanding pre-hospital care, fire suppression, fire prevention, and superior customer service. MFD's mission reflects an unwavering commitment to serving those in need, treating everyone like family, and protecting the community, all of which is accomplished with a focus on safety. The core values of professionalism, integrity, accountability, and innovation support the Fire

Department's commitment to its community. The Fire Department protects lives and property relying on an all-hazards approach to mitigating, preparing for, and responding to emergency incidents. MFD mitigates hazards by emphasizing public fire education and fire prevention inspections, providing a rapid response to a wide array of incidents including emergency medical services (EMS), fire suppression, rescues, and hazardous materials releases.

The Midlothian Fire Department has an administrative headquarters, three fire stations, and a fire training center. On an annual basis, MFD currently responds to more than 6,000 emergency calls for service, 65 percent of which involve a medical emergency. This response figure is sure to increase as the City of Midlothian continues to grow and expand. MFD provides emergency medical services with three licensed Mobile Intensive Care Unit (MICU) ambulances, each of which is stationed at one of the city's fire stations. MFD staffing consists of 81 full-time employees. The Fire Department consists of two major functional areas: Administration and Operations. The Fire Department's operating budget for FY 2024-2025 is \$14.7 million.

MFD recently received the American Heart Association's Lifeline EMS Gold achievement award for the agency's commitment to providing rapid, research-based care to people experiencing the most severe form of heart attack and stroke. This award focused attention on the Midlothian Fire Department's on-scene care and the collaboration and contributions to patient care by prehospital care providers. MFD also holds the prestigious Public Protection Insurance Services Office (ISO) Class 1 designation. This designation is the highest rating possible for community fire preparedness based on fire suppression and control resources. MFD is the only fire department within Ellis County to hold this designation.



**\$ 14.7M**  
Operating Budget

**81FTE**  
Employees





# The Position

Appointed by and working under the general direction of the Fire Chief, the Assistant Fire Chief is an essential member of the Fire Department's senior executive leadership team. Accordingly, the Assistant Fire Chief must be a proven fire service professional with broad-based contemporary job knowledge and excellent interpersonal and communication abilities. The Assistant Fire Chief will direct the day-to-day activities of the Administrative Division which includes providing direct oversight and supervision of the Fire Marshal and Training Divisions.

As a crucial member of the Fire Department's leadership team, the Assistant Fire Chief's key duties and responsibilities include:

- Modeling leadership behaviors and actions that are consistent with the Department's mission and its core values.
- Promoting effective working relationships with department personnel, city employees, and members of the community.
- Ensuring staff accountability through the equitable enforcement of rules, regulations, policies, and procedures.

- Developing, administering, and forecasting within the city's budget cycle, including developing specifications for needed apparatus and equipment.
- Coordinating service testing and evaluation of department apparatus and equipment.
- Recommending and implementing best and most promising practices and policies related to department activities with an emphasis on continuous improvement, performance efficiencies, cost-effectiveness, data-driven metrics, and mitigation/management of liability exposure.
- Functioning in any level of the Incident Command structure; attending periodic professional development coursework to maintain a high degree of ability, knowledge, and understanding of emerging fire service methods, practices, and developments.



# Opportunities & Challenges

Significant performance drivers for the next Assistant Fire Chief will include:

- Monitoring, evaluating, and making any needed adjustments in the recently implemented 48/96 trial work schedule.
- Engaging in organizational and staff development to ensure the organization's structure, policies and procedures, and operating strategies are optimized to meet the contemporary needs of a growing organization; and ensuring the workforce is prepared for continued organizational expansion and promotional opportunities.
- Directing and overseeing the actions of assigned staff and holding subordinates accountable for adherence to rules, regulations, policies, orders, procedures, and policies.
- Working cooperatively with other Midlothian staff; preparing operational audits to increase effectiveness; and implementing risk mitigation/management strategies to limit municipal liability exposure.
- Maintaining a thorough understanding of the Insurance Services Office's (ISO) current standards and requirements, review data collection, and enable the Fire Department to maintain its current ISO PPC Class 1 rating.
- Maintaining a continual information flow to the Fire Chief while working collaboratively with the Assistant Fire Chief who oversees the Operations Division.
- Actively participating in planning and coordination activities associated with the new public safety facility and Fire Station #4.







## Ideal Candidate

The ideal candidate will have an established reputation as a mentor, collaborator, and team builder who can connect with all levels of the Fire Department and will possess the following traits and characteristics:

- Genuinely committed to working with the existing team of highly valued employees to provide guidance, direction, recognition, and professional development.
- A strong leadership presence while being approachable and accessible by community members, city staff, and Department personnel.
- A solid communicator with the ability to engage others with tact and diplomacy.
- Capable of resolving complex problems, building trust and legitimacy while upholding standards of accountability, and promoting a positive work and organizational culture.
- Able to operate with independence and initiative while remaining aligned with the Fire Chief's policy directions.
- An energetic, courageous leader.
- A respected leader with an elevated level of emotional intelligence, strong organizational skills, and a keen sense of community.



# Qualifications

Any combination of equivalent experience and training that would provide the required knowledge, skills, and abilities may qualify. A typical way to obtain the knowledge, skills, and abilities would be:

**Education:** A bachelor's degree from an accredited university or college in Fire Administration, Public Administration, or a related field is required. A master's degree is preferred.

**Experience:** A minimum of 12 years of progressive fire service experience including four years of supervisory experience at the rank of Battalion Chief.

**Advanced Training:** Graduate of at least one of the following - Texas A&M TEEEX Fire Service CEO Program, Texas Fire Chiefs Academy, or the National Fire Academy's Executive Fire Officer Program.

## Required Certifications:

- Texas Commission on Fire Protection (TCFP) Certifications;
  - Master Structural Firefighter
  - Fire Officer II
  - Fire Instructor II
  - Incident Safety Officer
- Required Texas Department of State Health Services (TDSHS) Certifications;
  - Basic Emergency Medical Technician (EMT)
- Eligibility to hold a Texas Class B license in addition to a valid Texas Driver's License.

NOTE: Reasonable time will be granted to obtain certifications.

## Preferred Certifications:

- TCFP Incident Commander
- Incident Command Courses: 100-400, 700 & 800
- TCFP Basic Fire Inspector
- TCFP Basic Fire Investigator







# Salary & Benefits

The salary range for this position is **\$128,448 - \$162,528** with final placement in the range dependent on qualifications and experience. In addition, an excellent executive benefit package is provided as outlined below. Key benefits include:

**Retirement:** Membership in the Texas Municipal Retirement System (TMRS): 7% employee contribution with an employer matching contribution at 2/1 for the employees' retirement program. The City of Midlothian requires contributions to Social Security and Medicare.

**Insurance:** The City of Midlothian provides a comprehensive benefits package as part of the total compensation package. These benefits support employees and their families through important life events to enhance quality-of-life outside work and to assist employees and their families plan and prepare for the future and includes medical, dental, and vision insurance plans with a variety of plan options for employees and dependents.

**Vehicle:** The position includes an assigned vehicle.

**Relocation Assistance:** A moving expense allowance may be available to the selected candidate in accordance with city policy.

**Other Benefits Include:**

- Vacation and Paid Holidays
- Sick Leave
- Employee Life and Dependent Life Insurance Options
- Long-Term Disability



# Application & Selection Process

All qualified candidates are strongly encouraged to submit a compelling interest letter and comprehensive résumé online by **Monday, December 2, 2024**, at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

**Due to the public nature of searches in the State of Texas, confidential inquiries are recommended before submission of materials should you have any questions.**

## **CONFIDENTIAL INQUIRIES ARE WELCOMED TO:**

Jacqueline "Jackie" Seabrooks

[jackie@mosaicpublic.com](mailto:jackie@mosaicpublic.com) | (916) 550-4100

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open records laws, information submitted for consideration may be made available to the public upon request by interested parties.

*The City of Midlothian is an Equal Opportunity Employer.*

