



COMMUNITY RISK REDUCTION
PROGRAM DIRECTOR
SPRING FIRE DEPARTMENT

Spring Fire Department

Harris County Emergency Services District No. 7



Harris County Emergency Service District No. 7 is searching for a Community Risk Reduction Program Director.

THE COMMUNITY

The Spring Fire Department ("Spring Fire") serves approximately 168,000 people across 62 square miles of unincorporated Harris County, Texas. Our territory is located 25 miles north of Downtown Houston near the Montgomery County line. Major thoroughfares running through our territory include Interstate 45, the Hardy Toll Road and State Highway 99 which is also known as the Grand Parkway.

THE DEPARTMENT

Spring Fire operates under the authority of Harris County Emergency Services District No. 7 ("HCESD7"). An Emergency Services District ("ESD") is a political subdivision of the State of Texas and is governed by Texas Health and Safety Code Chapter 775. Under Texas Law, ESDs have legal authority to levy property taxes and collect Sales and Use Tax.

HCESD7 is a Fire ESD. While we are only charged with providing fire suppression, prevention, and rescue services to our community, we also provide first response medical services for Harris County Emergency Services District 11 Mobile Healthcare which is charged with providing EMS services within the territory we serve.

Spring Fire has a rich heritage that began in 1953 with one fire truck and 25 volunteers. Since then, Spring Fire has evolved into a combination department that focuses on our people. We believe well-taken care of people will exceed the expectations of our community.

Spring Fire is a combination department with 24 volunteer, 6 part-time and 135 full-time firefighters and officers responding from 9 fire stations with 49 apparatus. Our 19 administrative personnel keep our facilities and vehicles in top condition and ensure our frontline staff have the best equipment and support possible.

THE DISTRICT BUDGET

The forecasted 2024 District Operating Budget is \$26 million.

THE VISION

To continue shaping Spring Fire into an organization that has a combination of career and volunteer professionals that achieve only the highest standards in the fire service, while never losing perspective of the needs of the community in which we serve.

THE MISSION

To provide a wide range of programs designed to protect the lives and property of all who live, visit, work or invest in the Spring, Texas area from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature.

THE HISTORY

From 1953 – 1997 the Spring Volunteer Fire Department (SVFA) provided service as a non-profit organization of volunteers. One paid administrative person was hired in 1992. In 1997 Spring Fire began making the



transition to a combination department when we hired our first part-time firefighters to supplement the volunteer ranks during the business day and adding first response medical services alongside our local EMS service provider.

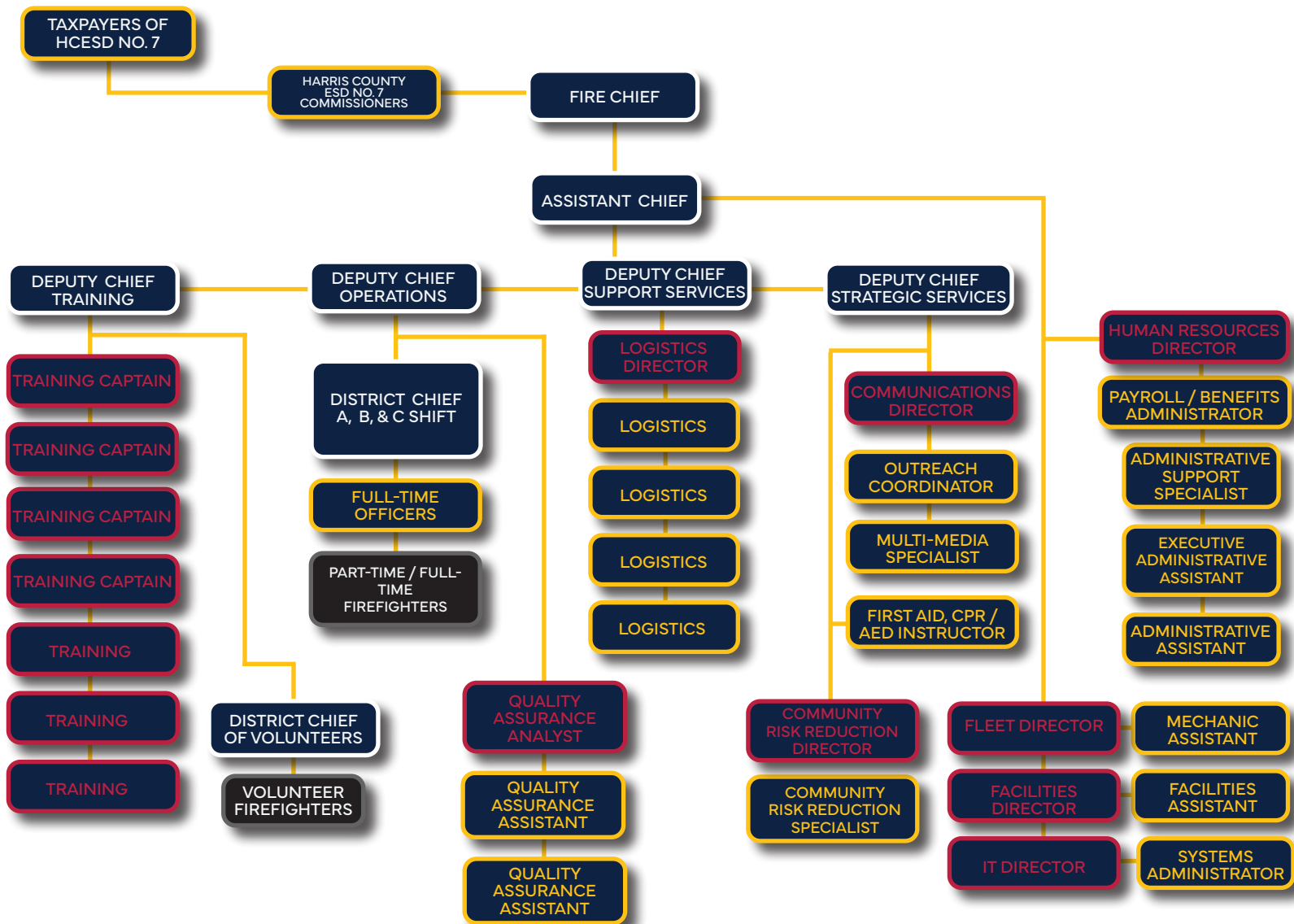
In 2013 Spring Fire began hiring full-time firefighters and have gone from 8 - 130+ in just ten years. Even though the relationship between the non-profit and the district was exceptional, the department seamlessly transitioned from a contracted non-profit emergency services organization to an ESD department in April of 2020. All employees then moved from the non-profit to the ESD.

Spring Fire provides service to several Fortune 500 companies, including ExxonMobil, HPE (Hewlett Packard Enterprise), HP Inc., Amazon, and Southwestern Energy.

In June 2021 Spring Fire received an ISO grading of Class 2.

THE ADMINISTRATION

Spring Fire's executive staff has a mixture of business, fire service and law enforcement experience who work a flexible full-time schedule. The executive staff and command staff have a combination of career and volunteer experience.



THE LEADERSHIP

Spring Fire is directed by Fire Chief Scott Seifert. His approach to leadership is to decentralize decision-making providing autonomy, while empowering staff to make decisions and changes as necessary to improve services to the community. Chief Seifert has only two rules: the first being that any change or decision made is communicated to the chief, and secondly, if a decision or change is being considered and that person is not 100% certain it will be beneficial to the department; they contact the fire chief for guidance.

The HCESD7 Board of Commissioners are very supportive of the vision and initiatives of the department.

The community risk reduction team is dedicated to proactively identifying, analyzing, and reducing risk in communities through quality data strategies and progressive education and engineering programs. The CRR Director will be empowered as the leader of a diverse team of risk reduction specialists to develop and implement a cutting-edge community risk reduction program. The values of the team include a focus on developing high-trust and authentic relationships with a clear mission focus to solve adaptive problems.

You can be part of making someone's worst day never happen.

THE PERSONNEL

Spring Fire has over 140 sworn personnel and 19 civilian employees. The fire chief, assistant chief, four deputy chiefs, four district chiefs, 24 captains, 18 apparatus operators, 82 firefighters, 6 dedicated training personnel, five logistics personnel, two facilities maintenance personnel, two apparatus maintenance personnel, two information technology personnel, two administrative assistants, one bookkeeper, a communications director, a quality assurance analyst, an outreach coordinator, a risk reduction specialist, a human resources director and payroll and benefits coordinator.

THE EQUIPMENT

Spring Fire has a fleet of modern apparatus, including eight pumpers, two ladder trucks, one tower truck, two tenders and one rescue truck. The department also has a Peterbilt Rehab/Cascade/Command vehicle, three Ford brush trucks, several evacuation and rescue boats, four high water vehicles, two UTVs and a complement of support and staff vehicles.

THE FUTURE

In 2022 Spring Fire received a new state-of-the-art technical rescue truck, a tandem axle ladder truck and a new engine. Other apparatus are set for replacement in the coming years as more firefighters join our ranks. Administratively, a finance director position is being added for long-term forecasting and planning, as well as new Executive/Command staff positions in emergency management and community risk reduction.



In late 2023, Spring Fire is beginning a complete rebuild of Station 72 with Station 73 and Station 77 to follow. The ESD owns land for a tenth fire station. Our other stations were all built in the last decade.

SPRING FIRE CAMPUS (MULTI-PURPOSE COMPLEX)

Spring Fire owns 52 centrally located acres in our territory where a multi-purpose complex is about to be built. The campus will be home to several buildings and a wide array of specialized training props.



The logistics building will be the home of our apparatus maintenance division, facilities maintenance division, and logistics division, which includes the quartermasters, central supply, equipment, communications, bunker gear, uniforms, and SCBA. We expect this facility to open in 2025.

TRAINING AND EDUCATION FACILITY

Training and education are extremely important to the fire service. As adult learning is different than K-12, Spring Fire has designed a 3-story, 80,000 square foot education building that will have a segmented lecture hall, theatre style classrooms, and additional learning spaces that can be transformed into combined spaces including a board room, computer lab and department operations center all located on the first floor. The larger segment of the second floor will be for education and training personnel, with a smaller portion for our administration, accounting, human resources, and payroll functions. The education building's third floor will be for executive leadership and additional administration as our needs increase. There will also be a portion of the third floor available for future growth.

WHY TEXAS? WHY SPRING?

Texas is over 260,000 square miles of beautiful landscapes with more than 80 large state parks offering everything from hiking, canoeing, and rafting to waterfalls, caves and deserts. Texas has more than 370 miles of public beaches and decent surfing. Spring has beautiful greenways and world class amenities while being than 75 miles from the Gulf of Mexico, within minutes of an international airport, and just 25 miles north of downtown Houston.

AFFORDABLE COST OF LIVING

The Greater Houston area offers a low cost of living while maintaining a high quality of life with the amenities expected in a world-class city. Houston has the third lowest living costs among the most populous U.S. metro areas, according to the most recent C2ER Cost of Living Index.

SO MUCH TO DO

Spring is home to several golf courses, high-end dining, a Six Flags waterpark, the Old Town Spring shopping district and our stunning Spring Creek Greenway which offers a natural pathway between the towns of Humble and Tomball with Spring right in the center.



Texans love being outside more than most and get to experience more thanks to our sub-tropic weather and great outside options. The Greater Houston area is home to eight state parks from Sea Rim State Park in the coastal wetlands to Stephen F. Austin State Park on the banks of the Brazos River.

City Place, near Spring Fire Station 70, is home to HP Enterprise, HP, Inc., Southwestern Energy, and ExxonMobil. City Place offers sophisticated living with restaurants, a high-end cinema, Marriott hotels, CHI St. Luke's hospital, and more.

The Woodlands, a couple of miles north of Spring, offers nightlife, high-end dining options, shopping, parks, trails, and low property taxes. Houston also has a robust theatre district, a world class museum district and Rodeo, and sports teams including the Houston Astros, Dynamo, Rockets and Texans.

WHY DO I WANT TO BE PART OF SPRING FIRE?

Spring Fire is a fire service leader because Spring Fire puts people first. Our large tax base is committed to fire protection, public education and delivering premier service to our community. We also provide a highly skilled technical rescue team and honor guard. Spring Fire invests in our people, both physically and mentally, through robust professional development, mental health programming, comprehensive medical physicals, and access to our fitness facilities and peer fitness trainers.

ARE YOU READY TO PROTECT OUR COMMUNITY?

Spring Fire's prevention and outreach efforts are well received in our community and in local media and social media. We are community-focused and support many different initiatives including:

- Car seat inspections
- Smoke alarm program & neighborhood blitzes
- Pet microchip reader program
- Blood drives
- Medication Disposal
- HSI CPR/AED & First Aid classes
- Safe Sitter classes
- Special Needs days
- Two annual Safety Fests
- Community & local business classes

THE POSITION

Spring Fire seeks a leader with a passion for reducing risks and keeping communities safe with creative, innovative programs. The right individual for this professional, supervisory position will be able to work collaboratively with all functional areas of the department under the direction and supervision of the deputy chief of strategic services.

Spring Fire's first community risk reduction (CRR) program director will manage the day-to-day operations of the CRR team, while overseeing public education and other risk reduction programs and initiatives throughout Spring Fire's territory in accordance with department policies, practices, procedures, rules and regulations.

The right individual will be responsible, professional, creative, deadline oriented and excited to keep improving themselves and the department's risk reduction efforts.



OVERVIEW

This position involves managing the CRR division, including hiring, directing and evaluating staff, while planning, budgeting, and monitoring all of Spring Fire's fire prevention, risk reduction and public education efforts.

The CRR program leadership role will include lectures, demonstrations, and presentations in the community. This role includes creating, planning, implementing and supervising risk reduction activities as well as maintaining CRR program data and implementing, adjusting, and reporting on program activities.

This supervisory role will ensure that CRR programs are conducted responsibly, effectively, efficiently and safely within the department's policies, procedures, and guidelines and in compliance with federal, state, and/or local laws and policies while fostering the organization's cultural identity. This position requires the work outlined below be performed to HCESD7's highest legal, ethical, and moral standards.



ESSENTIAL DUTIES

Essential duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job involves and what will be required to perform in this position.

- Manage the CRR Division, including hiring, training, directing and evaluating staff, while planning, budgeting, and monitoring their work in fire prevention, risk reduction, and public education.
- Recommend, develop, and implement proposed risk reduction programs, policies, procedures and guidelines.
- Supervise, conduct and schedule appointments for risk reduction activities in accordance with district programs and objectives.
- Assist other public officials and professional organizations in areas related to CRR within Spring Fire's territory.
- Give lectures, demonstrations, and presentations to community groups and other organizations or institutions.
- Maintain data and records regarding all community risk reduction activities.
- Prepare reports as requested on community risk reduction and fire prevention activities as required.
- Recommend a CRR budget to the deputy chief of strategic services on an annual basis.
- Assist in the development and maintenance of the community risk analysis.
- Review and make appropriate recommendations regarding state laws and bills pertaining to fire prevention matters.
- Other duties as assigned by the deputy chief of strategic services.

RESPONSIBILITIES

- Exercise direct supervision/management over the Community Risk Reduction Team.
- Make assignments that are broad in nature and that afford the exercise of independent judgment in relation to technical procedures or related detailed decisions.
- Assign work schedules and daily tasks to a team of employees.
- Monitor, evaluate and record CRR employee performance.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Strong knowledge of methods and practices for developing and implementing community risk reduction programs to meet the needs of the Spring community.
- Ability to provide detail and deadline-oriented leadership for quality analysis and thorough documentation while concurrently conducting research, analyzing data, preparation of reports and presentation of complex information to a wide variety of audiences efficiently and effectively.
- Ability to develop fire prevention programs, influence and encourage positive safety behaviors and effectively, efficiently respond to community safety needs.
- Considerable knowledge of, and skill in, positive interaction with community members, elected officials and unofficial community leaders utilizing strong verbal and written communication skills to establish and maintain good working relationships.
- Ability to prepare and express ideas clearly, concisely and comprehensively in technical reports, training, technical advice, letters and in presentations to groups and individuals from Spring Fire staff to outside agencies and stakeholders.
- Ability to budget, staff and plan programs and initiatives according to the principles, practices and techniques of modern fire prevention and community risk reduction strategies.
- Ability to lead effectively, establish and maintain effective working relationships, while mentoring, coaching and maintaining discipline within accepted lines of authority to promote harmony and cooperation.
- Ability to provide goals, objectives, direction and effective leadership, while producing fair and impartial evaluations of subordinate personnel, including disciplinary actions when necessary.
- Ability to exercise initiative and work both independently and as a team.
- Ability to demonstrate critical thinking and functioning under extreme stress.
- Ability to handle confidential information and exercise sound judgment.
- Considerable skill in the efficient and effective management of time, scheduling of work and use of resources.
- Ability to comprehend and effectively carry out instructions to react quickly and calmly under stressful conditions, to display seasoned judgment and critical thinking in making working decisions, and to adhere to prescribed policies and procedures.
- Considerable ability to grasp the utilization of data management, information processing equipment, associated software and peripheral equipment.
- Effective use of Spring Fire's reporting and data management software to establish and maintain accurate records of community events, appointments, personal interactions and other related risk reduction activities.
- Proficiency in the basic use of personal computers and productivity applications such as word processing, data management, presentation and spreadsheet software.



- Ability to operate and maintain all types of office equipment (e.g. copy machines, fax, computers and related software).
- Ability to perform physical tasks under varying weather conditions, including the ability to lift 50 pounds, bend, twist, stoop, do repetitive motions and climb ladders at various heights.

ANCILLARY RESPONSIBILITIES

- Participate in local, regional, state and national conferences and seminars on government social media, public relations, public information and fire prevention/education, to maintain a continuing level of professional and technical competence.
- Participate in department recruitment efforts.
- Assist with Department Operations Center when activated due to weather or other related emergencies.
- Attend full staff, Strategic Services and Communications meetings, department events and all formal ceremonies.

MINIMUM QUALIFICATIONS

- Incident Command System 100, 200, 700 and 800 (within 6 months)
- TCFP Fire and Life Safety Educator 1 & 2 (within 1 year)
- National Child Passenger Safety Technician (within 1 year)
- HSI CPR & First Aid Instructor (within 6 months)

PREFERRED QUALIFICATIONS

- Experience as an emergency responder
- Experience as an educator
- Experience in building construction
- Experience in public health or human services.
- Associate or bachelor's degree from an accredited college in human services, business management, public safety, fire science, health care administration, or a related field.
- Five (5) years of experience in public safety, public health, social work, or another safety-related field.
- Three (3) years of supervisory experience.

COMPENSATION

The salary is \$80,000-\$85,000 depending on qualifications and experience. The right candidate will work a flexible, full-time schedule.

Full-time employment benefits include 100% employer paid premiums for group health, dental, vision, life/disability insurance for the employee and 80% employer paid premiums for group health for employee's spouse and family. The CRR Program Director will receive a department issued cell phone and computer.

RETIREMENT

HCESD7 provides retirement through the Texas County and District Retirement System (TCDRS) which is a defined contribution plan that is funded by a required 7% employee contribution that the ESD adds a 250% district match (17.5%) which is the highest in our area. Our plan requires a 5-year vesting with retirement eligibility at 20 years or the rule of 75 (age plus years of service equals 75) or 60 years of age.



EQUAL OPPORTUNITY EMPLOYER

HCESD7 provides equal employment opportunity to qualified persons regardless of race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or other categories protected by law.

HOW TO APPLY

For any questions about this opportunity, please contact Human Resources at careers@springfd.org



APPLY BY FEBRUARY 29, 2024.

APPLY ONLINE

(Click on the link above or visit www.springfd.org)