



MULTI-MEDIA SPECIALIST SPRING FIRE DEPARTMENT

Spring Fire Department

Harris County Emergency Services District No. 7



Harris County Emergency Service District No. 7
is searching for a Multi-Media Specialist

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.

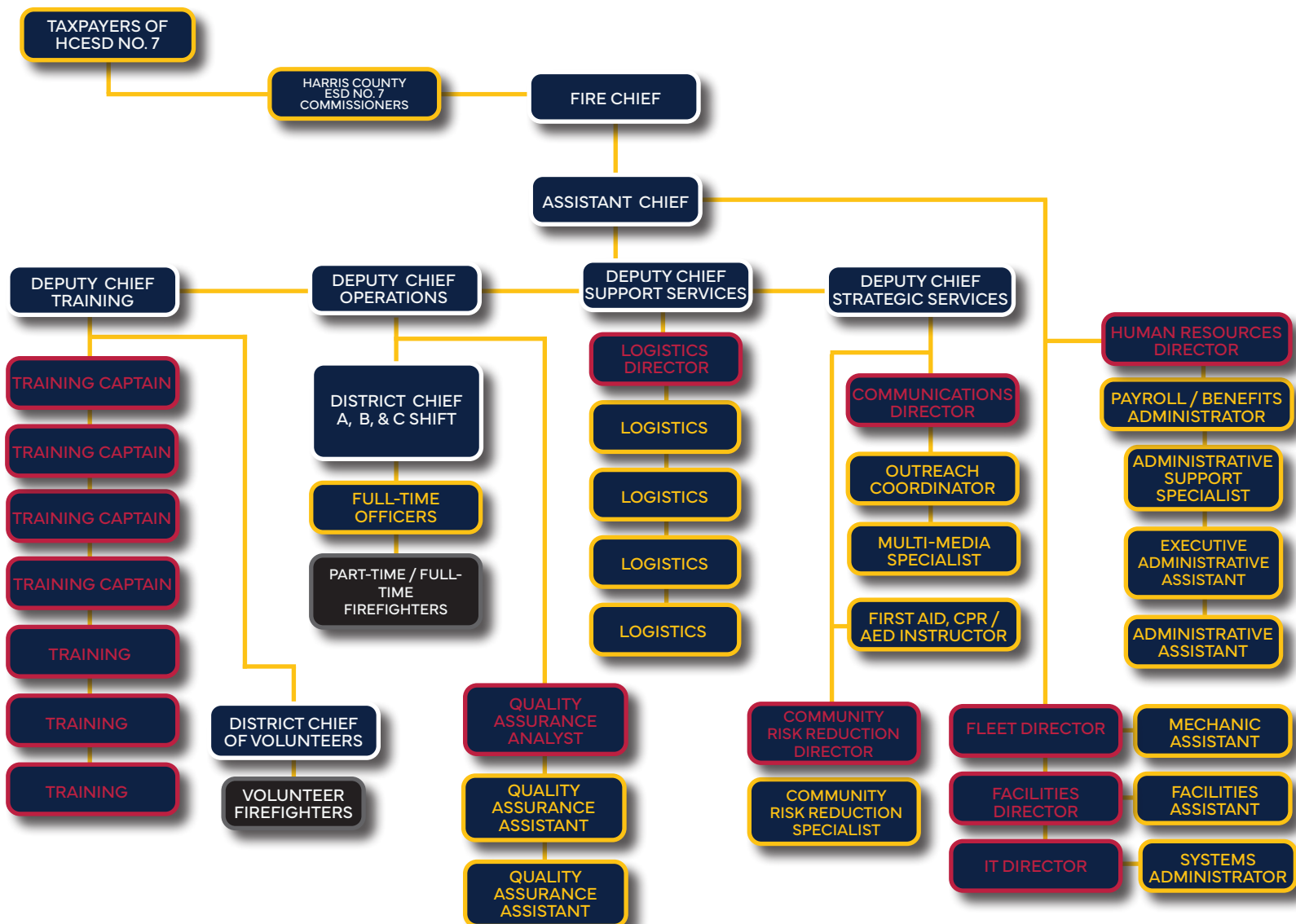
In 2013 Spring Fire began hiring full-time firefighters and have gone from 8 - 130+ in just ten years. Even though the relationship between the non-profit and the district was exceptional, the department seamlessly transitioned from a contracted non-profit emergency services organization to an ESD department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

Are you ready to help set the standard for credible, creative, collaborative storytelling that helps save lives? The communications team is dedicated to connecting communities with the information they need while also inspiring and educating. 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 less 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 TELL OUR STORY?

Spring Fire has a robust media and social media presence. We are community-focused and support many different initiatives including:

- Car seat inspections
- Smoke alarm blitzes
- Pet chip readers
- Food drives
- Toy drives
- Blood drives
- Medication Disposal
- Spirit Days
- Special Needs Days
- Firefighter Challenge
- BBQ Cookoffs
- Safety Fests
- Safety Classes
- Parades

THE POSITION

Spring Fire seeks a vibrant, experienced storyteller with a record of accomplishments in providing important information in creative, innovative ways. The right individual will be able to create engaging videos, photos and social media posts that will inform our internal team and our community. Creatively managing several social media channels takes a visionary who can work collaboratively to reach the right people with the right message at the right time.

Spring Fire's first multi-media specialist will report directly to the director of communications under the strategic services division and work with the outreach coordinator, firefighters, officers, command staff and the risk reduction division to serve our internal and external communications needs.

The ideal candidate will be excited to share our story with our team, our community, the Greater Houston area and beyond. Our storyteller will embrace professionalism, personal development, adhere to high ethical standards and lead by example with integrity. The right individual will be responsible, creative, deadline oriented and excited to keep improving themselves and the department's communications.





OVERVIEW

This position involves hands on work under the direction of the communications director on a variety of activities to help tell Spring Fire's story and communicate the department's community outreach and risk reduction programs and activities responsibly, effectively, and efficiently.

The multi-media specialist will design and implement quality video, audio and photographic multimedia projects to inform the Spring community on fire and injury prevention and how their fire department functions while keeping the department's personnel informed on the goals and objectives of the communications and risk reduction divisions. All multimedia projects have a two-pronged goal: disseminate accurate and actionable information while fostering the organization's cultural identity. This position requires the work outlined below be performed to the highest legal, ethical, and moral standards of Harris County Emergency Services District No. 7.

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.

- Under the guidance of the communications director, create social and traditional media using Adobe Creative Suite or a similar platform.
- Post, schedule and monitor Spring Fire's social media platforms and notify the communications director immediately of concerns or comments so they can be swiftly addressed.
- Answer written and oral correspondence from colleagues, community partners, and the public.
- Produce regular social media reports on the reach of Spring Fire's platforms.
- Assist the communications director in other media needs such as pro-active writing, as well as reviewing and editing news releases, newsletters, emails, articles, social media posts, publications and scripts.



- Assist the communications director in facilitating news conferences, live streams of events, working with the media on broadcast and print interviews and preparing necessary materials.
- Act as Spring Fire's official spokesperson when the communications director or deputy chief of strategic services is unavailable or assigns a specific task.
- Assist with internal and external events, including educational activities such as safety fests, public relations events, internal ceremonies and community classes.
- Perform all work duties and activities in accordance with federal, state, and department policies, procedures and regulations.
- Other duties as assigned by the communications director or command.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- English, spelling, grammar, and arithmetic.
- Media tactics, including interview techniques and preparation, and objectives of public information, communications, and public relations.
- Social media platforms, including but not limited to: Facebook, Twitter (X), Instagram, Nextdoor, Ring Public Safety, YouTube, Pinterest, etc.
- Computers, tablets, smart phones, and various office equipment.
- Adobe Creative Suite (Photoshop, Premiere, InDesign, Express, etc.) or similar platforms
- Rules, regulations, policies, and procedures.

ABILITY TO:

- Communicate effectively both verbally and in writing to explain tactics, rules, regulations and procedures.
- Think creatively and collaborate in a team environment.
- Proofread and edit grammar, spelling, syntax and style.
- Use effective resource management and maintain quality records.
- Exercise independent judgment in evaluating situations and making decisions.
- Work independently and accurately with or without supervision.
- Use word processing, design, spreadsheet and database applications to record, file and transmit information on computers, tablets, smart phones and various office equipment.
- Use Adobe Creative Suite or similar applications for photo, video and audio editing, as well as social media post and publication creation.
- Exert light physical effort including lifting, carrying, pushing, or pulling objects and materials under 50 pounds.

ANCILLARY RESPONSIBILITIES

- Participate in local, regional, state and national conferences, seminars, and training to maintain a continuing level of professional and technical competence.
- Participate in department recruitment efforts.
- Assist with Community Risk Reduction programs.
- 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

- A portfolio of prior work
- Two years' experience with professional social media design and implementation
- Competency with Adobe Creative Suite or similar programs
- Incident Command System 100, 200, 700 and 800 (within 6 months)
- FEMA 105 (Basic PIO) within six months of hire
- Valid Driver's License
- Texas Driver's License within three months of hire

PREFERRED QUALIFICATIONS

- A bachelor's degree in communications, English, journalism, public relations, or comparable work experience
- Experience working in public sector communications
- Bilingual (English/Spanish)

COMPENSATION

The salary is \$60,000-\$65,000 depending on qualifications and experience. The right candidate will work a flexible, full-time schedule. Spring Fire is willing to consider part-time employment for the right candidate. 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 multi-media specialist 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 JANUARY 31, 2024.

APPLY ONLINE

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



WWW.SPRINGFD.ORG