



CHOCTAW FIRE DEPARTMENT

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6010
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #131079

POSITION TITLE: Fire Department Director

SALARY: Negotiable

OPENING DATE: September 1, 2022

SEP 01 2022

CLOSING DATE: September 16, 2022 or Until Filled

SUPERVISOR: Tribal Chief

JOB LOCATION: Pearl River Community

SCOPE OF SERVICE AND EFFECT:

The Choctaw Fire Department Director serves as the Fire Marshall and Main Fire Prevention Officer on the lands of the Mississippi Band of Choctaw Indians and is responsible for all fire/rescue prevention-related activities that take place therein.

This CFD Director also serves as Choctaw Emergency Management and Homeland Security Director.

This is complex professional public safety and administrative work in directing the activities and personnel of the Mississippi Band of Choctaw Indians Fire Department.

Work involves the protection of life and property from fire and the direction of a program for the prevention of fires. The Director is responsible for maintaining order and discipline within the department, for the care and condition of all property of the department. Work requires a broad knowledge of Fire Department administration, E911 and Emergency Management modern firefighting and fire prevention methods and techniques in making proper determination on varied work problems encountered. The Director consults with the Chief on problems of overall policy and planning and receives general instructions as to work results desired. However, the employee works largely independently in supervising all technical operations and in seeing that desired work results are achieved.

DUTIES/RESPONSIBILITIES:

The duties/responsibilities of the Director are:

1. Keep Tribal Chief and Supervisor informed of emergency situations and threats such as weather, and identify opportunities to develop and improve the department.

2. Prepares budget estimates including operation overview, expenditure, and needs and submit annual budget proposals and then manage administration of such approved budget.
3. To advise and assist tribal entities in matters relating to fire prevention, Emergency Procedures, and training.
4. To monitor the work of all Fire Department and Emergency Management personnel.
5. To conduct and to supervise investigations of all fire related incidents.
6. To ensure that all Fire Department and Emergency Management personnel are properly trained, and equipped
7. To ensure that all Fire Department and Emergency Management equipment is operational and in a state of readiness on a 24 hour basis.
8. To coordinate all activities pertaining to fire, rescue, Emergency Management, Homeland Security and E-911 with appropriate Federal, State and Local Agencies.
9. Maintain a constant State of Preparedness for all Emergencies the Tribe may encounter, both manmade and natural.
10. On-call at all times for all emergencies (Fire/EMA). Take lead of Emergency Operation Center (EOC) operations, as needed
11. Constantly seek ways to fund and improve the readiness of employees, technology and equipment of these departments.
12. Encourage positive morale, professional image and progressive training and education of all employees.
13. Plans departmental operations with respect to equipment, apparatus, and personnel and supervises the placing of such plans into effect.
14. Issues orders for improvements of work methods and for enforcing rules and regulations.
15. Keeps informed as to personnel, property, and operations of the department.
16. Analyzes and takes action on such information in order to improve departmental operations.
17. Prepares budget estimates including operation overview, expenditure, and needs.
18. Assigns personnel and equipment to such duties and uses as the service requires.
19. Evaluates the need for and requisitions new apparatus and supplies.
20. Investigates the causes and circumstances of fires to detect their causes.
21. Directs the inspection of buildings and other properties for fire hazards enforces fire prevention regulations and takes action to secure abatement of fire hazard
22. Supervises the operation of departmental in-service training of personnel, and all record keeping procedures.
23. Performs related tasks as required to maintain successful operation and out come of all assigned areas.

QUALIFICATIONS:

1. Minimum of High School Diploma or GED.
2. Must possess the following certifications or equivalent NFFPA 472, NFFPA 1001, NFFPA 1021, NFFPA 1031, NFFPA 1033, NFFPA 1041, NFFPA 1002, Hazardous Materials Technicians and State or Nationally recognized Emergency Medical Training. (NFFPA- National Fire protection Association)

3. Extensive education and training back ground in fire, rescue, Emergency Management and Administration.
4. Minimum of 10 years experience in public safety, with at least 5 years experience at administrative level.
5. NIMS 100, 200, 300, 400, 700, and 800. (National Incident Management System) Successful completions.
6. Must own personal transportation and liability insurance, and valid MS driver's license with good driver history.
7. Knowledge and experience with E-911, communications and requirements of Federal communications commission for Emergency Operations and Licensing and Emergency Alerts Systems.
8. Knowledge and experience with MS State Rating Beuaru requirements to maintain and improve adequate Insurance fire rating.
9. Knowledge of water systems, pertaining to fire department water supplies.
10. Knowledge of computers, Elite Fire Reporting Program, Firehouse Software, MSWIN, Excel, and other administrative software.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the committee on Human Resource, Training, and Development on a case-by-case basis.

The authority to waive Native American Preferences laws can only be exercised by the committee on Human Resources, Training, and Development. The committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation at a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That Waiver does not apply to other openings which the person who is granted the waiver may request promotion of transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND THE APPLICATION TO:
Mississippi Band of Choctaws Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, Ms 39350**