

Job Title	TFS Incident Response Department Head
Job Code	9659
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The TFS Incident Response Department Head, under general direction, provides statewide professional leadership and coordination for the planning and execution of assigned department.

Essential Duties and Responsibilities

- Supervises assigned programs.
- Assists with the professional development of various program coordinators and staff within functional areas.
- Promotes interaction with fire departments and communities on emergency response related issues to promote local capacity building and increase capabilities on a local and statewide level.
- Coordinates the fire and incident management training programs.
- Prepares or assists in the preparation of various plans, reports, and records associated with work assignments.
- Serves in incident management roles as required and as a member of the Incident Management Team and maintains appropriate currency.
- Promotes the image of Texas A&M Forest Service through local community and professional activities not specifically related to the Texas A&M Forest Service.
- Plans, prioritizes, and develops resources in respective programs in an effective and efficient manner.
- Complies with loss prevention, environmental health, and safety standards as established by applicable laws and rules.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Ten years of related experience with a recognized Federal or State agency, local government fire department, or fire agency including at least five years of related senior leadership experience directing fire protection programs.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications. Knowledge of Texas A&M University System (TAMUS) Resource Protection programs and emergency response operations.

Ability to – Ability to multitask and work cooperatively with others. Excellent written communication, analytical, interpersonal, and organizational skills.

Licensing / Professional Certification – Valid driver's license.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements

- Response to various all-hazard incidents, including wild land fires, will be required.

Approved by:	
Date approved:	
Reviewed:	