

Village Fire Department



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Houston, Texas 77024
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Protecting and Serving the Cities of:
BUNKER HILL VILLAGE
HEDWIG VILLAGE
HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE
SPRING VALLEY VILLAGE

The Memorial Villages are comprised of six cities located along the I10 corridor on the west side of Houston. The six cities are Bunker Hill Village, Hedwig Village, Hilshire Village, Hunters Creek Village, Piney Point Village, and Spring Valley Village. Each Village is governed by a Mayor and five councilmembers. The Memorial Villages, with a population of over 20,000 residents, offer a safe, close-knit community with excellent schools, quality healthcare, restaurants, shops, and businesses. The Villages are beautiful Cities that offer small-town environments with large City amenities.

The Village Fire Department provides fire and emergency medical services. The Fire Chief is the Chief Executive Officer of the department and is responsible for operations and administration. The Chief also serves as the Emergency Management Coordinator for all six Cities. The position is responsible for the proper and efficient delivery of services; the enforcement of effective discipline; and the supervision of fire and emergency medical services functions, other department operations and fire department administration, including budgeting, strategic planning, financial controls, accounting and reporting. The Chief represents the department and the Cities in all matters related to fire/EMS and reports directly to the Board of Commissioners. The Board of Commissioners consists of one representative and one alternate from each City.

The Village Fire Department is looking for an experienced, innovative, and community-focused leader to serve as its next fire chief. The ideal candidate will have a strong commitment to fire service and emergency response, and the ability to oversee all aspects of fire and emergency services. The Fire Chief must uphold a professional demeanor and actively engage with both staff and the community. This leader should inspire trust within the community and earn the respect of both sworn and civilian employees. They will be an effective communicator who leads with transparency, integrity, and open to new ideas and technology. The ideal candidate will possess a deep understanding of fire/EMS operations and collaborate with other fire department agencies. Beyond that, the ideal candidate will have a strong administrative background, able to lead and oversee the administrative and financial staff and ensure efficient use and accountability of public funds.

The position requires a bachelor's degree from an accredited college or university, with major coursework in Fire Science, Fire Service Administration, Emergency Medical Service, Public Administration, Public Policy, Business Administration or a related field, plus ten (10) years of broad and extensive experience in all major phases of municipal fire work, including supervisory/command and administrative experience.

Additional qualifications include:

- Certifications for Master Firefighter, Fire Officer (level IV preferred) and Head of Department (hold or be eligible to obtain upon employment) from the Texas Commission on Fire Protection (TCFP) and Emergency Medical Technician – Basic (or higher) from the Texas Department of State Health Services (DSHS) are required upon hiring.
- National Incident Management System (NIMS) training including IS-100, 200, 300, 400, 700, & 800 is also required upon hiring.
- Command level experience required.
- Safety Officer, Inspector and Investigator certifications are desirable but not required.

For more information, please contact:

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City of Hedwig Village

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