

INVITES APPLICATIONS FOR:

Mesquite
Nevada

FIRE & RESCUE CHIEF

Pay Range

\$88,000 - \$100,000 Annually (Depending On Qualifications)

Closing Date:

4:00 p.m., Tuesday, August 31, 2010

JOB SUMMARY QUALIFICATIONS

EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS

-ATTACHED-



HOW TO APPLY: The employment application must be completed and submitted either by mail, fax, or hand-delivery. Resumes **WILL NOT** be accepted in lieu of completed employment application. The City of Mesquite Human Resources Department is NOT responsible for lost, damaged or late applications or other situations beyond our control which may arise and cause a delay in the application process. Applicants are required to supply verification of education and any other stated minimum requirements of the position. Failure to satisfactorily demonstrate that the minimum requirements of the posted position have been FULLY met will result in disqualification.

City of Mesquite

10 East Mesquite Blvd, Mesquite, NV 89027

(702) 346-5295 – Fax (702) 346-2795

www.mesquitenv.gov

Posted: Friday, July 23, 2010

DVT & Mesquite Local, Jobs Available, City Web

Spectrum, CareerBuilder, Various Fire Web Sites,

Hours: Monday-Thursday 7:30 a.m. – 5:30 p.m. – Friday 7:30 a.m. – 11:30 a.m.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.



AN EQUAL OPPORTUNITY EMPLOYER

FIRE & RESCUE CHIEF

Fire & Rescue Chief: Regular exempt full-time, confidential/At-Will position with generous benefits.

Job Summary – Plan, organize and direct all functions of the City Fire Department to protect property and life through efficient fire suppression, prevention, education and emergency medical care. Offer a balance of command level operations; Possess a tract record of establishing high standards of professionalism and accountability, which they themselves adhere. Serve at the pleasure of the City, subject to the terms of their employment agreement.

Essential Functions - Direct department operation to achieve goals within budgeted funds and available personnel; Plan and organize workloads and staff assignment, review progress, direct change in priorities and schedule as needed to assure services are provided in an efficient and timely manner; **Make** policy recommendations regarding procedures, work rules, and performance standards to assure the efficient and effective operation of the Fire Rescue Department in compliance with City standards and federal, state and local laws; **Formulate** department goals and objectives in conjunction with the City Manager, City Council, and department management staff; design programs to implement goals and objectives; **Provide** managerial leadership and directs the selection, supervision and evaluation of department staff; **Conducts** or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters; Assures all personnel are trained and equipped to perform duties; **Direct** the preparation and administration of the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards; **Direct** and develop short and long range plans, goals and objectives for assigned operations; Assures adequate response to disasters by developing and maintaining an inter-departmental emergency management system; **Develop** and direct a fire prevention system focusing on fire hazard mitigation, fire investigation, criminal prosecution and public education. Assures the readiness of hazardous material responders; **May** direct activities of subordinates at major fires, hazardous materials incidents, and emergency medical scenes; **Oversee** the enforcement of the Uniform Fire Code and other fire safety related ordinances and laws; **Interprets** code language, approves alternate methods and materials, writes compliance notices and issues citations as necessary; **Participate** in City management staff meetings; coordinate, direct, and participate in departmental presentations to the City Council on items affecting the department; **May** serve on special City task forces; **Represent** the City and the department at various state and local organizations and agencies; **Provide** information to refine mutual aid agreements with other emergency entities; **In** conjunction with appropriate City staff, review new commercial industrial, subdivision development plans and proposals for compliance, industrial, subdivision development plans and proposals for compliance with fire and building code standards; **Respond** to fire alarms and participate in fire extinguishment, ventilation, salvage, overhaul, rescue, and other operations, operate various fire fighting/control equipment such as pumps, hose lines; ladders, and extinguishers; lay line and direct water streams into fire; perform cleanup and overhaul work, respond to and participate in situations involving toxic/hazardous waste materials; **Assist** in addressing general City concerns as a member of the City's top management team; **Dependable** and meet acceptable attendance requirements at all times; **Follow** all applicable safety rules and regulations; **Maintain** system and records that provide for proper evaluation,





Mesquite

Nevada

Knowledge/Skills: EMS, grant writing and oversight, and administrative experience; Practices, principles, procedures, regulations, and techniques of fire-fighting, EMS, and disaster control; Fiscal management, including budget preparation, expenditure control, and record keeping; Management and supervisory principles and practices; Current and proposed legislation and laws of the local, state, and federal governments that affect the Fire Department; Emergency operation plans and their preparation; emergency command procedures (including call ups and mutual aid); investigation procedures; and department prevention procedures; Fire and medical equipment skills including tactics, fire behavior, fire department inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures; Knowledge of operation of all fire suppression and emergency medical equipment; regular use of computer, printer, two-way radio.

Ability: Interact with a variety of law enforcement agencies; Analyze situations quickly and objectively, to recognize actual and potential danger, and determine the proper course of action; Plan, organize and oversee assigned functions including evaluating the work of subordinates; Establish and maintain effective working relationships with senior City management, employees, council members, other agencies, and the general public; Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations; Function effectively in emergency situations; Organize, delegate, and establish meaningful goals; Pass Motor Vehicle Record/Insurance inquiry; Pass pre-employment drug screening; Pass post-job offer comprehensive medical examination; Work non-standard hours such as evenings, weekends and holidays.

Special Requirements: Residency Requirement: Must be able to respond within 15 minutes from residence.

License or Certification: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license. Fire Officer Certification.

Education and Experience: Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills and abilities to perform the job. A typical way to obtain these requirements may be 1) Bachelor's Degree in fire science, public administration or related field; Masters Degree in fire science, public administration or related field is preferred. 2) Ten (10) years experience of experience in the provision of fire and other emergency services, including seven (7) years of experience in a supervisory or management position.

It is a condition of employment that any Fire & Rescue service employee hired into the Fire & Rescue Department after March 1, 2004, not use tobacco both on and off duty for the duration of employment with the City.

Pay Range: \$88,000- \$100,000 Annually (Depending On Qualifications)

Application Process:

Interested applicants must submit

- ◆ A signed and completed City of Mesquite application.
- ◆ Supplemental to application, a resume and one-page letter addressing why you are interested in the position, listing qualifications and skills you possess that you believe to be most relevant to the position.

DEADLINE TO APPLY: Tuesday, August 31, 2010, by 4:00 p.m.



AN EQUAL OPPORTUNITY EMPLOYER

Employment Information and Benefits

Mesquite

Nevada

HOW TO APPLY:

- All applicants for City positions must submit a City of Mesquite Employment Application form and any required supplemental questionnaires or materials in order to be considered in the recruitment process.
- Included within the application packet is the Equal Employment Opportunity Questionnaire. This form provides us with information, which is necessary to evaluate our hiring practices as required by Federal Law. This form is strictly confidential and is filed and tracked separately from your application. The information contained will not be used to make any decisions regarding your employment.
- A separate application must be filed for each job classification. Please give the complete and exact job title as it appears on the announcement; answer all questions and furnish all information requested on the official job application. Applications must be thoroughly completed and signed in ink. All information on the application and attachments are subject to investigation and verification. Information may be obtained between the hours of 7:30 a.m. and 5:30 p.m. Monday through Thursday, Friday 7:30 a.m. to 11:30 a.m., from the City of Mesquite Personnel Department, 10 E. Mesquite Blvd., Mesquite, NV 89027. Telephone: (702) 346-5295.
- Applications are available at the City of Mesquite Personnel Department or on our web-site at www.mesquitenv.gov
- An official City of Mesquite application form must be received by the City of Mesquite, Personnel Department, by the final filing date. Late applications will not be accepted. Your application must be signed and dated. If a supplemental questionnaire is required as part of the application packet, you must complete and submit it with your application for consideration in the recruitment process.
- At the present time, the City of Mesquite does not FAX or accept electronic sent applications.
- The City does not accept resumes in lieu of an original City application; however you may submit a resume along with a completed City application.

EQUAL EMPLOYMENT OPPORTUNITY: The City of Mesquite is an Equal Employment Opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, age, medical condition, sex, pregnancy, or other unlawful discrimination. All personnel actions and selection techniques are based upon job-related qualifications and successful job performance. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, and discipline.

DISABILITY ACCOMMODATIONS: The City of Mesquite provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring any accommodation in order to participate in the selection process must notify personnel at least 24 hours prior to that phase of the process for which you are requesting an accommodation.

SELECTION PROCEDURE:

After the deadlines all materials submitted by the applicants will be reviewed. Based on the information provided, the most highly qualified candidates will be invited for further examination. Each recruitment's selection process consists of various "tests" designed to assist us in predicting your successful job performance for the specific position being recruited; therefore, each selection process may be different depending on the type of job for which you are applying. The City reserves the right to test an applicant in any manner to determine eligibility. Usually, our testing process will consist of one or more of the following:

- Written Test—Practical / Performance or Physical Agility Examination
- Assessment Center—Oral Board Interview

Applicants are responsible for any personal expenses incurred during the selection and hiring process unless otherwise approved by the City Manager.

FOLLOWING THE SELECTION PROCESS, Personnel will notify you, in writing, of the results of the recruitment. If you are successful in passing the selection process, your name will be placed on an eligibility list for the current position opening.

Hiring Procedures:

Employment eligibility lists are established by ranking candidates according to their overall score by examination (written and/or oral). The candidates must be

successful in each part of the examination. To fill each vacancy, the hiring department will request names from the employment list, and will make a selection from the list. Depending on the number of candidates who were successful in being placed on the **eligibility list**, the hiring department which is attempting to fill the vacant position may elect to **second interview** some or all of the candidates who are on the eligibility list prior to making a final decision to hire. The hiring department head may contact the selected candidate by telephone to determine whether he/she is still willing to accept employment, but the job offer can only be made in writing, and that official written offer of employment shall be made by the Personnel Department. Lists remain in effect for a period to be determined by the Personnel Director.

REFERENCE CHECKS will be conducted by the City to verify employment related information for all potential employees prior to extending a job offer. This is done to ensure that individuals who join the City workforce are well qualified and have a strong potential to be successful in their employment here at the City of Mesquite. The extent of the inquiry will depend on the position being applied for, but will at least include:

Verification/Reference from current and past employers.

Fingerprint and Department of Justice criminal background check.

Confirmation of necessary licenses, certificates, and degrees. **Please have all necessary documentation ready.**

Additional inquiries may be necessary depending on the position for which you are applying.

Medical Requirements:

Some positions require a medical examination must be completed satisfactorily after an offer of employment and before a starting date to ensure that essential functions of a position can be performed; some positions may also require psychological testing.

SUBSTANCE USE TESTING: The City of Mesquite promotes a drug-free workplace.

Evidence of Identity and Employment Eligibility:

In compliance with the Immigration Reform Act, the City requires all new employees, upon hire, to present original documents that will provide evidence of identity and employment eligibility; i.e. social security card and valid driver's license. United States Citizenship is not required.

Probationary Period:

Employees serve a probationary period ranging from six months to one year, depending upon the classification of the position. An employee may be terminated without cause and recourse during the probationary period.

Employee Compensation and Benefits:

SALARY - The starting salary is generally the first rate shown on the job announcement.

The following benefits apply to full-time regular employees:

HOLIDAY - 12 paid holidays per year.

VACATION - 10 days paid vacation annually, increasing with length of service. (May vary, depending upon the appropriate labor agreement.)

SICK LEAVE - 13 days per year. (May vary, depending upon the appropriate labor agreement.)

ADMINISTRATIVE LEAVE - Management positions are eligible to receive up to 80 hours per fiscal year.

INSURANCE - Premiums paid by the City for medical, dental and vision. The City pays for Workers Compensation, short-term / long-term disability, and life insurance coverage. Some employees pay for SDI.

RETIREMENT - Full-time employees are not under the Social Security System. Employees are covered by the Nevada Public Employees Retirement System. City pays employees cost. Membership is mandatory.

Additional Information:

DEFERRED COMPENSATION PLANS - Available for interested employees.

AGENCY SHOP REQUIREMENTS - Some job classifications are in collective bargaining units, the employees of which will be asked voluntarily to join a union and pay dues.

MEDICARE - Employees hired after April 1, 1986 are required to contribute 1.45% of salary.

