

## DEPUTY FIRE CHIEF

<b>Department:</b> <u>Fire &amp; Rescue</u>	<b>Classification/Grade:</b> <u>M-3</u>
<b>Division:</b> <u>Administrative</u>	<b>FLSA Status:</b> <u>Exempt</u>
<b>Reports to:</b> <u>Fire Chief</u>	<b>Date Approved:</b> <u>July 2011</u>

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION:**

Under the direct supervision of the Fire Chief, plan, organize, and supervise the work of fire & rescue personnel. Direct the activities of fire and rescue department personnel. Respond to and provide incident command at the scene of emergency incidents. Oversee suppression, EMS and training of the department and assist with administrative assignments.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Supervise the operations and activities of fire and emergency units and personnel; ensure the safety of the crew and apparatus while responding to an emergency.
3. Manage and coordinate activities of all fire-rescue personnel; plan and organize workloads and assignments. Conduct performance evaluations and initiate and implement disciplinary actions as warranted. Assist the Fire Chief in resolving grievances and other personnel matters.
4. Enforce policies, procedures, and performance standards to assure efficient and effective services. Maintain systems and records that provide for proper evaluation, control and documentation of assigned operations.
5. Oversee the development, implementation and evaluation of training programs for fire department personnel.
6. Serve as Acting Fire Chief in the Fire Chief's absence.
7. Coordinate and work with the hospital and medical director to evaluate service delivery and programs.
8. Participate in the selection of fire and EMS personnel.
9. Respond to emergency situations, involving fire, medical, hazardous material and disasters as indicated by their seriousness.
10. Prepare and or review operational and administrative reports.
11. Complete reports. Monitor department expenditures.
12. Provide capital budget input to Fire Chief for capital items and projects.
13. Respond to incidents and provide incident command when appropriate and participate in necessary fire, EMS, Hazardous Materials and disaster activities.
14. Represent the City and the department at various federal, state and local organizations and agencies.
15. Dependable and meet acceptable attendance requirements at all times.
16. Follow all applicable safety rules and regulations.
17. Develop, deliver or coordinate the delivery of EMS education classes under SNHD guidelines and requirements.
18. Maintain CME records for all department personnel.
19. Act as the EMS Coordinator for the department.

## **OTHER JOB FUNCTIONS**

- Conduct research and analysis on innovations into fire department operations, administration and policies and procedures. Recommend the purchase of new equipment based on cost/benefit analysis.
- Provide research and analysis on topics impacting the department such as NFPA and OSHA standards.
- Under the direction of the Fire Chief, coordinate the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Respond to sensitive or complex inquiries or service complaints.
- Act as the AHA and/or ASHI training site coordinator, and as such be responsible for the scheduling of related courses provided by the American Heart Association and the American Safety & Health Institute for department personnel and the community.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

### **Knowledge of:**

- Rescue, emergency medical services, hazardous materials response, technical rescue, health and safety codes and regulations, investigations, and fire prevention.
- Modern methods, techniques, and theories used in firefighting, prevention and rescue.
- Principles and methods of personnel management, conflict resolution, coaching, and team-building.
- Rules and regulations of State, Federal, and local standards, laws and regulations.
- Effective safety standards, practices and techniques related to fire suppression and rescue work.
- Emergency operation plans and their preparation, emergency command procedures (including call ups and mutual aid), investigation procedures, and department fire 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.
- Operation of all fire suppression and emergency medical equipment.

### **Ability to:**

- Make decisions and use discretion and judgment; make correct decisions, which affect the activities of others.
- Evaluate and analyze data and make recommendation; implement programs; meet physical agility standards.
- 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.
- Respond quickly and effectively at times of emergency and high stress.
- Establish goals and priorities, organize time well, delegate; develop sense of strategy and timing.
- Pass Motor Vehicle Record/Insurance inquiry.
- Pass pre-employment drug screening.
- Must have good organizational skills
- Must be self-motivated.

## **Special Requirements**

**Residency Requirement:** Must be a resident of the City of Mesquite and be able to respond within 15 minutes from residence.

## **Experience, Education and Training:**

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 the required knowledge and abilities would be:

**Education:** Associate's degree or higher. A Bachelor's degree in Fire Administration or a closely related field is preferred.

**Experience:** Five (5) years of supervisory experience over fire suppression, EMS and rescue activities.

**Training:**

**License or Certificate:** Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license. Fire Officer II Certification. Current licensure as an EMT-Paramedic with Primary Instructor endorsement. .

## **WORKING CONDITIONS**

Work is performed under the following conditions:

Duties are generally performed both in an office environment, traveling to meetings and may be performed outside in varying and extreme weather conditions during fire emergencies. A firefighter is required to wear protective gear, carry appropriate tools and wear a self contained breathing apparatus, weighing a combined total of 100 lbs.

## **Physical Requirements:**

Physical demands needed are vision to distinguish among colors including the color of smoke and flame in order to determine type or source of the fire, or to identify other potentially dangerous situations; hearing to hear a variety of warning devices and alarms, gas leaks, or calls for help and speech to communicate in person. Physical exertion is required due to constant bending, kneeling, sitting, squatting, twisting, walking, reaching, stooping, climbing ladders, pulling hoses, moving heavy objects and crawling through tight spaces. Must carry/lift/push or pull materials, equipment, and persons exceeding 50lbs and may be required to work at heights in excess of 20 feet. Subject to 24 hour call back for emergency conditions.

## **Job Hazards/Risk Factors:**

Employees risk physical hazard from mechanical and electrical equipment, heavy equipment, hazardous fire conditions, smoke, chemicals, dust, fumes, gases, bio-hazards such as blood borne pathogens, drug paraphernalia and other hazardous materials, falling debris, unstable building and extreme heat.

**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.**

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.

Approved: October 20, 2010  
Revised & Approved July 2011