

**JOB TITLE:** Assistant Fire Chief

**JOB NO:** FR001221

**JOB FAMILY:** Fire

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

### **GENERAL SUMMARY**

To direct, manage and coordinate the programs and activities of multiple divisions and services within the Fire Department; to assist in the overall management of the Fire Department; and to provide highly responsible and complex administrative support to the Fire Chief.

### **SUPERVISION**

General supervision is provided by the Fire Chief.

### **SUPERVISORY RESPONSIBILITIES**

Supervises two or more employees, including organizing, planning and controlling the work of assigned employees and participating in the disciplinary process.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual and the Mesquite Fire Department Rules and Regulations.
2. Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
3. Provide timely, accurate and thorough Performance Reviews for supervised employees.
4. Assume management responsibility for all activities and operations associated with assigned divisions and services within the Fire Department
5. Manage and participate in the development and administration of assigned divisions budgets; direct the forecast of funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
6. Manage and participate in vehicle and equipment specification writing; supervise bid and purchase processes.
7. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned department services; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer standard operating policies and procedures.
8. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement and review with Fire Chief; implement improvements.
9. Select, train, motivate and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline and terminations as appropriate; prepare performance reviews of assigned staff.
10. Plan, direct, coordinate and review the work plan for assigned services within the Fire Department; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

11. Provide responsible staff assistance to the Fire Chief; prepare and present staff reports and other necessary correspondence to the Fire Chief, City management staff and City Council as required.
12. Serve as liaison for the Fire Department with other City departments and divisions and outside agencies; negotiate and resolve significant and controversial issues.
13. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to assigned programs, policies and procedures as appropriate.
14. Provide staff support to a variety of boards and committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention and operations.
15. Respond to multiple alarm fires; direct fire suppression operations as appropriate; serve as Incident Commander for major incidents.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Serve as Fire Chief in the incumbent's absence.
18. Participate in physical fitness training per department policy.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. Use departmental computer equipment to review records, obtain data on activities and programs and input various data.
2. Participate in a variety of fire prevention and operations activities and programs including training, fire investigations, code enforcement, oversight of the fire scene and equipment operation and maintenance.
3. Participate in special studies, projects and activities as assigned.
4. Acquire and maintain specialized training/certification as required.
5. Perform other duties as assigned.

#### **MINIMUM JOB REQUIREMENTS**

Minimum requirements are those required by the Texas Local Government Code, City Civil Service Rules and Regulations, City of Mesquite Policy and Procedures, and/or Mesquite Fire Department Rules and Regulations.

#### **EDUCATION**

High School Diploma or GED supplemented by successful completion of 60 hours of general coursework at an accredited college or university or 30 hours of general coursework at an accredited college or university with two (2) years of active military service with an honorable discharge.

#### **EXPERIENCE**

As required by City of Mesquite Fire and Police Civil Service Rules and Regulations.

#### **LICENSES AND CERTIFICATES**

Possession of a valid Texas driver's license as required by the Texas Department of Public Safety and/or the Mesquite Fire Department.

Possession of basic certification as a Firefighter by the Texas Commission on Fire Protection.

Possession of or ability to obtain a Fire Instructor II Certificate issued by the Texas Commission on Fire Protection.

Completion of or ability to complete NFPA Fire Officer IV.

## **COMPETENCIES**

An employee's performance will be evaluated based on ten competencies.

1) Job Skills/knowledge/Ability; 2) Initiative; 3) Teamwork; 4) Customer Service; 4) Flexibility; 5) Interpersonal Skills/Diversity; 6) Physical Fitness; 7) Attendance/Punctuality/Dependability; 8) Leadership; 9) Communications; 10) Information and Resources Management.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Policies and procedures of the City of Mesquite and the Fire Department.

The history and mission of the Mesquite Fire Department.

Principles of employee coaching, supervision and training.

Community demographics.

Operation, maintenance and uses of modern fire fighting apparatus and equipment.

The National Incident Management System (NIMS).

Operational characteristics, services and activities of comprehensive fire suppression and prevention programs and emergency medical services.

Technical and administrative aspects of fire suppression, fire prevention and emergency medical services.

Pertinent federal, state and local laws, codes and regulations.

International Fire and Building Codes and State Civil Service Law associated requirements.

Modern office procedures, methods and equipment including computers and related software and equipment.

The geography of the City and surrounding area.

Specialized communications equipment.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Building construction techniques and the consequence of each type on fire suppression and prevention activities.

Safe work practices and procedures.

English usage, spelling, grammar and punctuation.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance review.

Business letter writing and report preparation.

**Skill in:**

Compiling relevant data and preparing budget documents.

Assembling and preparing data for report presentations.

Negotiating and resolving difficult or sensitive complaints or concerns from internal or external sources.

**Ability to:**

Provide administrative and professional leadership and direction for the Fire Department.

Work under stress and use good judgment in emergency situations.

Tactfully respond to requests and inquiries from the general public.

Implement the National Incident Management System and to serve in command, command staff, and general staff positions within the NIMS.

Identify and respond to community and City Council issues, concerns and needs.

Develop, implement and administer goals, objectives and procedures for providing effective and efficient fire prevention, fire suppression and emergency medical services.

Operate specialized emergency communications equipment.

Safely operate department vehicles, apparatus and other emergency equipment.

Prepare and administer a complex budget.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Prepare clear and concise reports.

Plan, organize, direct and coordinate the work of supervisory, technical and clerical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Establish and maintain cooperative working relationships with those contacted in the course of work including City and other government officials, community groups, the general public and media representatives.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Work irregular hours including weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.

Communicate clearly and concisely, both orally and in writing.

Pass a medical examination and all other examinations and tests required for promotion.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Operating assigned equipment*
- *Assessing the situation at an incident scene*

- *Communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Directing/participating in fire suppression activities*
- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Walking, standing or sitting for extended periods of time*
- *Performing life-saving and rescue procedures*
- *Operating assigned equipment*
- *Wearing assigned protective clothing and equipment.*

Effectively deal with personal danger which may include exposure to:

- *Hazardous chemicals and materials*
- *Fumes and smoke*
- *Intense heat*
- *Electrical hazards*
- *Confined or high work places*
- *Dangerous animals*
- *Extremely loud noises*
- *Hazards of emergency driving*
- *Hazards associated with traffic control and working in and near traffic*
- *Natural and man-made disasters.*

**DISCLAIMERS**

The job description is:

- 1) Is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- 2) Not an employment agreement or contract. The City of Mesquite has the exclusive right to alter this job description at any time without notice.
- 3) Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Mesquite will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Director of Human Resources

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Date

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Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: February 1993**

**REVISION DATE: December 2009**