



## CITY OF MESQUITE

### JOB DESCRIPTION

**JOB TITLE:** Fire Chief

**JOB FAMILY:** Executive

**JOB NO:** EX012221

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

#### **GENERAL SUMMARY**

To plan, direct, and review the activities and operations of the Fire Department. Also, to coordinate assigned activities with the City Manager, Police Chief, and other City departments and outside agencies and to provide highly responsible and complex administrative support to the City Manager.

#### **SUPERVISION**

General supervision is provided by the Deputy City Manager. Directly supervises Assistant Chiefs, administrative staff, and emergency management staff. Indirectly supervises, through chain of command, all fire department personnel.

#### **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.
2. Plans and implements Fire Department goals and objectives and develops and administers policies and procedures.
3. Coordinates Fire Department programs, services, and administrative matters with the City Manager, including attending meetings with administrative staff and keeping the City Manager informed of key needs, issues, and support requirements.
4. Prepares and coordinates City Council agenda and work session items, including reviewing agenda material with the City Manager and attending City Council meetings, public hearings, and related proceedings to represent the Fire Department.
5. Assumes management responsibility for all Fire Department services and activities, including fire training, prevention, emergency medical services and suppression.
6. Directs, oversees, and participates in the development of the Fire Department's goals, objectives, work plan, and budget.
7. Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.
8. Monitors compliance with State Civil Service requirements, including advising the Civil Service Commission on fire personnel matters within its jurisdiction and conferring with departmental staff and employees on personnel related issues.
9. Initiates internal investigations when appropriate and directs corrective action as needed.
10. Works with outside agencies and other departments to explain and justify Fire Department programs, policies, and activities and to negotiate and resolve sensitive issues.

11. Attends civic, professional, service, and community group meetings at schools, churches, and other places of public gathering to explain the activities and functions of the Fire Department and to establish favorable public relations.

### **OTHER DUTIES AND RESPONSIBILITIES**

1. Develops policy regarding interactions with media representatives.
2. Works with a variety of boards and commissions, including attending and participating in professional groups and committees and staying abreast of new trends and innovations in fire science, emergency management, and emergency medical fields.
3. Perform other duties as assigned.

### **MINIMUM JOB REQUIREMENTS**

#### **EDUCATION**

Bachelor's degree (B.A. or B.S.) from accredited four-year college or university with concentration in fire science, public administration, or subject field related to position. Master's degree preferred.

Successful completion of NFA Executive Fire Officer Program preferred.

#### **EXPERIENCE**

Ten years of increasingly responsible command and supervisory experience with a Local, State or Federal Fire Agency, including five years of administrative responsibility at the rank of Captain or above in an agency with 200 or more fire personnel.

#### **LICENSES AND CERTIFICATES**

Possession of a valid Class B Texas driver's license.

Certification or eligibility for certification as a Master Firefighter.

Chief Fire Officer Designation by the Commission on Fire Accreditation International preferred.

### **COMPETENCIES**

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

- 1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees; 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

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

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

Approved procedures and policies for hazardous or toxic materials storage, transport, handling and clean-up.

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

Technical and administrative aspects of fire suppression and 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.

Principles, practices, methods and techniques of modern fire suppression and emergency medical services.

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.

Advanced principles and practices of budget preparation and administration.

Incident Command System functions and procedures.

Principles of supervision, training and performance evaluation.

**Skill in:**

Compiling relevant data and preparing budget documents.

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

**Ability to:**

Work under stress and use good judgment in emergency situations.

Tactfully respond to requests and inquiries from the general public.

Use the functions of the Incident Command System.

Identify and respond to issues, concerns and needs of the public.

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.

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 and technical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Provide professional leadership and direction for the Fire Department.

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.*

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Director of Human Resources

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Date

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Deputy City Manager

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Date

**DATE ISSUED: MAY 2008**

**REVISION DATE:**