



CITY OF LEON VALLEY JOB DESCRIPTION

JOB TITLE: Assistant Fire Chief/Emergency Management Coordinator

DEPARTMENT: Fire Department

FLSA STATUS: Exempt

EFFECTIVE DATE: September 19, 2023

JOB SUMMARY:

Under general direction of the Fire Chief, assist in the direction of comprehensive fire protection program and full-service EMS; and serves as the departments training officer. This position coordinates activities within the Fire/EMS departments, other city departments and outside agencies. This position also serves as the City's Emergency Management Coordinator and ensures the city remains in a continued state of readiness, to include assistance with post-emergency citywide damage assessment and application for federal disaster assistance funds; and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Functions as a Fire Officer and performs firefighting duties as needed;

Functions as a Paramedic at scenes providing emergency care and transportation as needed;

Directs and monitors the administrative and operational activities of the Fire Department, evaluates the efficiency and effectiveness of service delivery methods, identifies opportunities for improvement, and implements safety training programs as necessary, including all facets of Emergency Management;

In the absence of the Fire Chief, shall be in charge of and responsible for all activities of the Department;

Recommends, creates, revises, administers and assists in supervising the Department in performance of and compliance with the "Departmental Rules and Regulations" and standard operating procedures;

Respond to and take command of calls as set forth in the "Departmental Rules and Regulations"

Direct allocation of manpower and equipment for maximum effectiveness during the absence of the Fire Chief;

Supervise the evaluation of personnel; provide guidance and support as required to achieve desired performance objectives, works with employees to correct deficiencies, and recommends training opportunities for improvement or advancement.

Responsible for the requisition, storage and issuance of supplies and materials, direct the preparation of special orders, instructions and other forms of communication to Department personnel;

Perform fire inspections and coordinate inspections with the Fire Chief;

Performs fire and arson investigations including filing cases with the District Attorney's Office;

Assist with plan reviews of new construction to assure fire code compliance;

Confer with and advise members and supervisors on special problems;

Prepare manuals for use by Department personnel;

Act as a principal representative of the Department dealing with the general public;

Serve on oral interview board for the Department; takes recommendations on recruitment, hiring, promotions, transfers, and terminations;

Counsel and discipline personnel, addressing grievances, disciplinary actions and appeals and conduct issues of assigned personnel according to City policies;

Develop and present Fire, EMS and Emergency Management training programs;

Assist in preparation of budget documents and operate within a budget;

Supervise the maintenance and repair of all apparatus, small equipment and buildings;

Coordinates and oversees the training programs and exercises of the Department; Responsible for accuracy and completeness of all training records and reports;

Perform rescue and emergency care at hazardous materials scenes, disasters, mass casualty situations, or where weapons of mass destruction have been used or may be present;

Perform rescue or rescue support functions at scenes requiring technical rescue, such as water / swift water rescue, confined space rescue, trench rescue, vehicle extrication, vertical rescue, building collapse, or rescue from other types of entrapment;

Assist in planning departmental operations with respect to personnel, training and emergency medical services;

Direct the maintenance, repair, improvement, and replacement of firefighting and EMS equipment;

Work in and perform rescue and emergency care at hazardous materials scenes, disasters, mass casualty situations, or where weapons of mass destruction have been used or may be present;

Performs rescue or rescue support functions at scenes requiring technical rescue, such as water/swift water rescue, confined space rescue, trench rescue, vehicle extrication, vertical rescue, building collapse, or rescue from other types of entrapment;

Represent the City at meetings and functions to promote fire prevention and safety;

Prepare and submit periodic oral and written reports, studies and recommendations to Federal, State, and local agencies, City Council, and the City Manager;

Carries out duties in compliance with and enforces appropriate City ordinances, State and Federal laws, and all written directives;

Make ethical decisions that conform to applicable laws, departmental policy, regulations, etc. without supervision when appropriate;

Work well with the public and coworkers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions;

Communicate effectively and professionally with the supervisors, employees, the public, the media, and officials from other local, state and federal agencies;

Effectively address complaints and inquiries from public and city officials regarding ordinances and status of City Council communications;

Follow a chain of command and instructions, receptive to supervision;

Immediately comprehend and execute orders from a supervisor in emergency situations;

Adapt toward procedures, programs, regular and special assignments;

Operate, use and maintain assigned vehicles and equipment safely and properly, drive safely under adverse conditions (e.g. , rain, snow, sleet, ice, dark etc.); safely engage in high speed driving while responding to calls; operate motor vehicle safely for extended periods of time; and safely work in congested traffic areas in and out of vehicle;

Set up roadblocks appropriately using traffic barriers other than cars, e.g., cones, sawhorses, signs, etc.;

Must use protective equipment appropriately by city and departmental policies;

Must pass the Annual Physical Agility Test as approved in the department current corresponding SOP;

Acceptably perform duties acceptably after long hours (more than 24) without sleep during emergency situations;

Attends all court hearing, city council meetings, departmental and staff meetings, and other functions as scheduled and requested by the Fire Chief;

Work in all weather conditions, inside and outside, in light and/or dark;

Work any day of the week, any hour of the day, extra assignments and be able to respond to situations while on and off duty as directed;

Communicate effectively via radio, telephone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds, without bias or prejudice;

Maintain an acceptable physical fitness level, including specific vision abilities required by this job including close vision, distance vision, and the ability to adjust focus, also including hearing

abilities to sufficiently and clearly communicate verbally to work safely with others in noisy situations;

Maintain the appropriate uniform;

Search files, assemble information, file and retrieve from file cabinets;

Present written and oral reports;

Ensure operations are performed in concert with all applicable laws, ordinances and policies/procedures of the City and department; and

Fluently read, write and converse in English;

Must not pose a threat to the health and safety of self or others;

Fuel and service Fire vehicles;

Assist in setting up training equipment;

Must have ability to exhibit emotional stability and courage to perform hazardous materials, firefighting, EMS and rescue duties under stress;

Ability to read, write and communicate effectively in Spanish is desirable;

Ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly;

Good prioritizing and problem solving abilities;

Ability to practice sound safety and work habits;

Must have good prioritizing and problem solving abilities; and

Physical agility and good cognitive abilities are required for successful performance of Essential Functions.

Must not have any history of criminal or improper conduct which may affect suitability for law enforcement work;

Must not have been convicted, placed on deferred adjudication or probation or under indictment for any felony under the laws of Texas, another state or the United States;

Must not have been convicted in the past five years of a misdemeanor offense of the grade of Class A or Class B, or its equivalent for which the punishment could include jail time;

Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense;

Must not have engaged in the manufacture or sale of any controlled substance or dangerous drugs, or ever used illegal drugs or substances other than experimentation with marijuana;

Must not have used or consumed intoxicating beverages in an excessive manner and/or have been convicted or placed on probation for DWI or DUID in the past ten (10) years;

All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence; and

All prior military service is required to have resulted in at least an honorable conditions discharge.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Effectively and appropriately use vehicles, radio, flashlight, gloves, laptop, climb ladders and work at considerable heights while supported by ladder or ropes; wear/use self-contained breathing apparatus and/or air purifying respirators and other personal protective and chemical protective equipment as required. Working knowledge of the City’s financial management software, Incode.

ENVIRONMENTAL FACTORS:

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Must be able to drive safely under adverse conditions (e.g. rain, snow, sleet, ice, dark etc.). Will come in contact with some exposure to dust, chemicals, fumes, communicable diseases and loud noises must use proper safety precautions. May work in close/confined spaces safely.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards			R	
Chemical Hazards			F	
Electrical Hazards			R	
Fire Hazards			F	
Explosives			O	
Communicable Diseases			F	
Physical Danger or Abuse			F	
Inclement Weather			F	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				M
Extreme Temperatures				D
Noise and Vibration				D
Wetness/Humidity				D
Physical Hazards				D

OVERALL PHYSICAL STRENGTH DEMANDS:

Must be able to load and unload fire equipment from a vehicle, including lifting objects weighing 100 pounds; Must be able to carry or drag at least 150 pounds of an injured or other persons, carrying victims under adverse conditions, e.g. Up/down stairs, over rough terrain, out of creeks, etc.; Must be able to walk for short and long distances (more than ¼ mile). Must be able to climb ladder, and up and down a flight of stairs/steps.

-Physical strength for this position is indicated below with “X”-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

Must be able to stand on hard surfaces for long periods of time (more than one hour) and walk long distances on uneven terrain and hard surfaces. Must be able to enter burning buildings in full gear.

C Constantly <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	While on a calls or conducting day to day activities
Sitting	C	In Vehicles for extended periods
Walking	C	Around public grounds and scenes
Lifting	F	equipment, injured persons
Carrying	F	equipment, injured persons
Pushing/Pulling	F	equipment, injured persons
Reaching	O	for supplies
Fine Dexterity	O	Computer Keyboard
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/ditches, in victim assistance
Bending	O	retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle
Climbing	F	Stairs, ladder
Balancing	O	computer screen, driving, observing work site, reading
Vision	C	Driving, observing scene, reading
Hearing	C	Communicating with co-workers and public and on telephone
Talking	F	Communicating with co-workers and public and on telephone
Foot Controls	F	vehicles
Other (specified if applicable)		

JOB REQUIRMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor’s Degree in health, fire, emergency services, or other related field, or eight (8) years of equivalent experience.
Experience	Five years of Fire Service Supervisory experience.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer satisfaction.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight

	and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.
Reading	Advanced – Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced – Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced – Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	High School Diploma or GED required; A Texas Class B-Exempt Drivers' License is required; Texas Commission on Fire Protection Advanced Fire Fighter Certification; Fire Inspector; Plans Examiner; Fire Officer IV Certification; and a Fire/Arson Investigator Certification. Required to have a Texas Department of State Health Services Paramedic Certification. Obtain and maintain all required courses in order to comply with state Emergency Management program requirements; and all required licenses and certifications must be current and valid. Preferred: Fire Service Instructor II Certification, Texas Fire Chief Academy Graduate, and Peace Officer Basic Certification, or ability obtain certifications within two (2) years from date of hire.

PRIMARY WORK LOCATIONS

Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			