

CITY OF UNIVERSAL CITY

JOB DESCRIPTION

Job Title: Fire Marshal/Asst Fire Chief
Department: Fire Department
Reports To: Fire Chief
EEOC Category: OA-5

Job Class: 27
Step No.: 1-15
FLSA Status: Exempt

Summary

The Fire Marshal/Assistant Fire Chief is responsible for carrying out the mission of the Universal City Fire Department by planning, organizing, and carrying out a citywide fire prevention program. Considerable initiative, innovation, and attention to detail are expectations of this position. This position involves extensive contact with members of the public, officials of other departments within the city, as well as fire department staff members. The Fire Marshal/Assistant Fire Chief reports directly to the Fire Chief and will act in the capacity of the Fire Chief in the Fire Chief's absence.

Essential Duties and Responsibilities:

1. Fire Suppression, Rescue, and EMS Emergencies, when needed.
2. Initiate or assist with fire investigations.
3. Operates as the Fire Chief in the absence of the Fire Chief as directed by the Fire Chief.
4. Enforcement of the adopted city codes and Life Safety Code.
5. Examine building plans to provide the city with a "checks and balances" system for fire/life safety issues
6. Oversee fire prevention activities, including lectures, tours, demonstrations, school drills, and inspections
7. Supervising the regular inspections of the mercantile area and following up to determine if violations of the codes are corrected
8. Maintaining complete reports and records as required by the city and state
9. Performs other duties as assigned or required by the Fire Chief or City Manager.
10. The City expects all employees to be customer-service oriented and to work cooperatively and pleasantly with other City employees and with the general public.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employee(s) are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments to the employee.

Supervisory Responsibilities

In the absence of the Fire Chief, supervises all Fire Department employees either directly or indirectly.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and/or Experience

1. High School Diploma or equivalent.
2. Two (2) years relevant college studies.
3. At least five (5) years of progressively responsible experience in a fire department.
4. At least five (5) in an official supervisory capacity as an officer.
5. Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Knowledge, Skills, and Abilities:

1. Knowledge of modern emergency services management principles, techniques and practices for effective, efficient and cost effective management of allocated resources.
2. Knowledge of Fire Department general orders, guidelines and policies and procedures.
3. Knowledge of Federal, state and local laws, codes and regulations governing fire safety and buildings.
4. Knowledge of strategy and tactics for management and deployment of personnel, equipment and other resources in emergency situations.
5. Knowledge of the principles and practices of municipal budget preparation, presentation, implementation and administration.
6. Knowledge of the National Incident Management System.
7. Ability to analyze Fire Department issues, evaluate alternatives and make logical recommendations based on findings.
8. Ability in using initiative and independent judgment within established procedural guidelines, while assuring compliance with Fire Department goals and objectives.
9. Ability in making independent decisions, maintaining composure and working effectively under stressful conditions and emergency situations.
10. Ability to assume command-level responsibilities and coordinating firefighting, rescue and emergency medical services under complex emergency conditions.
11. Ability to develop and execute Departmental operating budgets.

12. Skill in assessing and prioritizing multiple tasks and projects and delegating tasks and authority.
13. Ability in establishing and maintaining effective working relationships with co-workers and working as a team member with other City departments and other emergency services agencies.
14. Skill in exercising controlled discretion and mediating difficult situations.
15. Ability in operating and maintaining computer and communications equipment.
16. Skill in communicating clearly and concisely, both verbally and in writing.
17. Skill in media relations.

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Required Certificates, Licenses, Registrations

1. A valid Texas Driver's License.
2. State certification as Advanced Firefighter
3. State certification as Emergency Medical Technician
4. State certification as Fire Instructor I
5. State certification as Fire Inspector
6. State certification as Fire Investigator
7. State certification as Fire Officer II

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to operate office equipment, including telephone and computer keyboard, reach with hands and arms, drive a vehicle, and talk and hear. The employee frequently is required to stand and walk; and the employee may be required to lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must maintain a level of physical fitness to meet Department standards.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of work is performed in a standard office environment. The employee has frequent contact with the members of the public, other employees in multiple departments, as well as, members of the City Council; is required to interact with employees at other agencies and organizations; and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee may face difficult and stressful situations; and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, to change tasks

frequently, to perform tedious and exacting work, and to work closely with others as part of a team. The noise level in the work environment is usually moderate.

Position Type and Expected Hours of Work

This is a full-time, exempt position. Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., but this position's work schedule is subject to change depending on the needs of the City. Evening and weekend work are also required as needed for such functions as attending City Council and board and/or commission meetings, representing the City at other functions or events, or similar activities. Employee may be required to work immediately before, during or after an emergency or disaster.

Travel

An employee in this position is required to drive a vehicle to various meetings, functions, and events; is required to travel out of town to represent the City at meetings and conferences and for training.

To apply

Please contact Leigh Tollison at hrfinance@uctx.gov. Must apply in person by the closing date.