



# Reeves County Emergency Services District No. 1

<b>Job Title:</b>	Assistant Chief of Fire Services	<b>Districts</b>	RCESD1
<b>FLSA Category:</b>	Exempt	<b>Reports to:</b>	Emergency Services Chief
<b>Division:</b>	Emergency Operations	<b>Travel Required:</b>	Yes (< 5%)
<b>Salary Range:</b>	Dependent upon Qualifications	<b>Position Type:</b>	Full Time

## Job Description

### ROLES AND RESPONSIBILITIES

- Plans, evaluates, and directs RCESD1's personnel, policies, programs, and operations as assigned by the Emergency Services Chief.
- Assists in preparing and regulates annual RCESD1 budgets and assists with purchase of all RCESD1 equipment and apparatus.
- Develops and enforces rules, regulations, and procedures in accordance with federal and state industry best practices, and policies.
- When necessary, directs response to fire suppression and other critical emergencies to ensure the safety of personnel and the public.
- Oversees the management of all RCESD1 operations.
- Oversees public, RCESD1 training and educational programs as assigned by the Emergency Services Chief.
- Oversees the maintenance of records and reports associated with fire, inspections, emergency medical calls, personnel, equipment, and supplies for local, state, and federal use.
- Assists in preparing studies, reports, and recommendations as deemed necessary for RCESD1 Administration's review and approval.
- Communicates, coordinates, and collaborates with community, RCESD1 Administration, and officials of other jurisdictions on matters related to the RCESD1.
- Represents the RCESD1 at local, state, and regional meetings as assigned by the Emergency Services Chief.
- Periodically reviews policies and procedures and recommends necessary revisions.
- Ensures that each employee of RCESD1 is informed of and maintaining compliance with federal, state, and local requirements.
- Initiates and performs discipline on personnel that are in violation of Policy and Procedure per RCESD1 disciplinary guidelines.
- Working in conjunction with the Emergency Services Chief, establishes short-term tactical goals and long-term strategic goals for RCESD1.
- Evaluates employee schedules and ensures adequate staffing for the units.
- Monitors and corrects deficiencies that contribute to excessive overtime.
- Obtains and analyzes Response Summary from Dispatch on a monthly basis.
- Initiates changes to staffing and vehicle logistics to ensure adequate coverage and response times at or below the suggested standards.
- Analyzes new equipment and procedures and approves potential changes to equipment and supplies.
- Recognizes employee excellence through promotion, awards and citations.
- Works with dispatch to resolve conflicts, evaluate response times, review unit placement and consider changes based on data provided.
- Responsible for employment, directing, training, and evaluating staff with substantial influence in employment decisions.
- Serves in designated or appointed incident command system position when required.

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- Possess the ability to cope with highly stressful situations regularly, with minimal supervision.
- Other related duties as assigned by the Emergency Services Chief.

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

The candidate is preferred to have a college degree and a minimum of 10 years of service within an ESD, municipal, or equivalent structural department. In addition, the candidate should have a minimum of 5 years of supervisory experience and a minimum of 3 years at a Chief Officer level. Prefer that candidate be certified as a Fire Officer II, advanced or master level fire fighter, basic fire inspector, and a minimum fire instructor II.

## **PREFERRED SKILLS**

Prefer candidate to have computer skills, interpersonal relations skills, and a strong belief in customer centricity.

## **ADDITIONAL NOTES**

The Assistant Fire Chief position will be a salaried (exempt) position, issued a take home vehicle (if within reasonable distance from the county limits), and RCESD1 cell phone. The expectation will be that the Assistant Chief will respond when called upon to include after normal work hours, weekends, and holidays; unless pre-approved by the Fire Chief, not to be available for a designated period.

## **PHYSICAL REQUIREMENTS**

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 frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## **MENTAL DEMANDS**

While performing the duties of this job, employees are regularly required to be able to analyze, organize, summarize and articulate complex legal and financial information; have good command of the English language and be able to proofread work; be able to read and interpret agreements, then implement the relevant provisions of these agreements; be detailed, organized and communicative; be a responsive team player with ability to quickly prioritize among numerous pressing tasks; be task and goal oriented and capable of functioning in a business setting; analyze and solve non-routine and complex financial problems; use math and mathematical reasoning; and work under intensive deadlines with frequent interruptions. Employees working in this position are also frequently required to function well in emergency incident settings, making proper judgment calls, based sound risk/benefit assessments and resource allocation. Must be able to work in frequent stressful environments with minimal supervision.

## **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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; moving

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mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

***Reeves County Emergency Services District No. 1 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, RCESD1 will provide reasonable accommodations to qualified employees and prospective employees with disabilities. The statements in this document are intended to describe the general nature and level of work performed by individuals assigned to the classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This document in no way constitutes a contract of employment. RCESD1 reserves the right to modify job descriptions, policies, or any other procedural documents at any time, for any reason without prior notice.***

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_ (print name), have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee Acknowledgement Signature:		Date:	
Supervisor Signature:		Date:	
Emergency Services Chief Signature:		Date:	
Employee Signature:		Date:	