

**WEBB COUNTY
JOB DESCRIPTION**

CERTIFIED

JUL 23 2015

by Webb County
Civil Service Commission

TITLE: ASSISTANT FIRE CHIEF
DEPARTMENT: FIRE & EMS SERVICES DEPARTMENT
SLOT NUMBER: 2599 & 2600
WAGE PLAN GRADE: 21
REVISION DATE: July 23, 2015

JOB SUMMARY:

Under the direction of the Fire and EMS Coordinator assists and oversees the day to day operations within the Webb County Fire Department, and Assists in coordinating, reviewing, participating in the Emergency Management programs; assists in overseeing the Fire Services department employees; ensures the protection of residents and property from fire; prevents fires when possible; investigates the causes of those which occur and educated the general public on fire prevention.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in supervising Fire Officers and fire equipment operators, assists in assigning and reviewing work, schedules.
- Assists in preparing the Fire Services budget for the county, and monitors expenditures.
- Assists in enforcing the Uniform Fire Code and the International Fire Code
- Assists in maintaining fire records and associated documents including firefighter trainings, and assists to prepare educational and informational programs thru media, schools, businesses and the general public.
- Assists in coordinating and training employees and volunteers on fire behaviors, fire extinguisher use, personal protective equipment, fire control, hazardous materials; conducts fire prevention programs, and prepares and files required reports.
- Assists in recommending and implementing goals and objectives, assists in establishing schedules and methods of providing Emergency Management Programs, assists in the implementation of policies and procedures.
- Assists in developing comprehensive emergency plans for Webb County, assists in researching and analyzing County requirements for emergency management, assists in creating an action plan to respond to emergency and hazardous spills/accidents, assists in coordinating an action plan to handle hazardous materials according to all State and Federal rules.
- Assists with investigations of fire scenes to determine cause, origin and damage caused by fire and works with law enforcement ensuring prosecution of cases as arson.
- Participates in fire suppression, property protection and emergency rescue, assists in monitoring firefighters' performance to ensure safe and efficient firefighting and compliance with rules and regulations.
- Maintains current knowledge of fire codes and ordinances as well as new firefighting tactics and strategies.
- Serves as liaison with other local fire departments/agencies.
- Coordinates annual testing and inspections of fire hydrants, fire hoses, ladders, and

aerial apparatus, pumping apparatus and department vehicles and all equipment used in fire suppression activities.

- Assists in preparing County emergency evacuation plans.
- Responds to emergency calls as required.
- Assists in establishing procedures to assure the highest standards of risk management, employee safety, and risk avoidance.
- Assists in the development of orders of Commissioners Court related to EMS and Fire prevention and suppression.
- Moves firefighting equipment, stretchers, bodies and various items at fire scenes as necessary.
- Performs any other duties as assigned by the Fire Chief.

QUALIFICATION STANDARDS:

- Must have High School Diploma or GED from an accredited institution.
- A minimum of five (5) years' experience in municipal or county fire department.
- Fire Officer Level II Certification.
- Fire Services Instructor Certification.
- Fire Inspector Certification (preferred but not necessary).
- Arson Investigator Certification (preferred but not necessary).

SKILLS AND ABILITIES:

- Ability to communicate in English and Spanish.
- Ability to interpret comprehensive budgets (current and projected).
- Ability to supervise, train and motivate employees in a positive manner.
- Ability to coordinate incident command functions at fire scene.
- Ability to establish effective working relationships with all, law enforcement personnel, local and state officials, and the general public.
- Ability to read and understand blueprints.
- Maintain appropriate necessary certifications.
- Ability to make effective presentations.
- Must have knowledge of standard office equipment including personal computer and software programs.
- Knowledge of the State of Texas, local government code and state statutes relating to fire management.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time.
- Must be able to work in extreme temperature for moderate periods of time.
- Must regularly lift and/or move up to 10 lbs. and occasionally lift and/or move up to 150 lbs.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme heat, risk of electrical shock, explosives, and risk of radiation. The noise level in the work environment is usually moderate, but loud to very loud conditions are prevalent during fire alarms, live fire training sessions, proceeding to emergencies and on the scene of an emergency situation.

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is **not covered** under Civil Service; however, all other Webb County Policies apply.

SUPERVISORY: Supervised directly by the Fire & EMS Chief.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE