

City of Lovington

Job Description

Division/Department: Fire

Location: Duties are performed indoors and outdoors in a variety of settings and in all weather conditions. Normally works at an assigned fire station on a 5 day work week.

Job title: Deputy Fire Chief

Reports to: Fire Chief

Level/Grade:

Full time: Grade 7

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours_40_/week

- Exempt
- Nonexempt

General Description:

Assists the Fire Chief in operational and training activities of the fire and EMS department for the City of Lovington. Serves as second-in-command of the fire department and is the operations officer in the command structure. Responsible for a broad range of managerial and administrative activities related to the protection of life, the environment, and property through fire, rescue, and EMS efforts. Work requires considerable management skills in both operational and specialized areas. Work is performed under general supervision of the Fire Chief with latitude for independent judgment within established policies and procedures. The employee should have a sense of public service, courage, and endurance. They must be able to work in an atmosphere of discipline with efficiency. Initiative and good judgment are extremely important, as are dependability and the ability to get along with others in a group. This employee will perform a variety of administrative, supervisory, technical, and professional work in planning, training, coordinating and implementing training activities, and coordinating and directing the activities of fire and EMS operations. Essential functions of the job include, but not necessarily limited to the following:

- Primary duties are in support of the department's mission, which is the protection and preservation of life, environment, and property through firefighting and emergency medical care. Shall also respond to other (potential) emergency incidents or disasters and shall also respond to training/exercises supportive of the department's mission.
- Maintain a positive attitude towards training, and/or continue efforts at improving individual levels of proficiency under the direction and approval of the line of supervision.
- Will project a pleasant and courteous image at all times, and conduct themselves in such a manner as to reflect pride upon the department and City, even while off duty. (City of Lovington Municipal Code 2.44.050(f)).
- Must comply with all federal, state, city, and department rules and regulations and standard operating procedures in effect. (City of Lovington Municipal Code 2.44.050(f)).
- Shall submit to required medical screenings, testing, and physical fitness, agility, and

health evaluations as required. (City of Lovington Municipal Code 2.44.050(f)).

- All department personnel are required to have a working telephone in their home with the number provided to the department. (City of Lovington Municipal Code 2.44.050(d)).
- Normal tours of duty for full-time personnel assigned to "D" Company are 0730 to 1730 Monday to Thursday and 0730 to 1130 on Friday. Part-time casual employees will be assigned and worked as designated by the current department head. Regardless of company assignment, work periods and overtime compensation policies and practices comply with the Federal Labor Standards Act (FLSA).
- Fire and EMS personnel are required to live within a ten (10) minute response time from the Lovington Fire Department and within the Lovington Fire District. If the individual does not meet this requirement on the date of employment, the individual will be given sixty (60) days to comply. The employee is required to have a physical address with all utilities and phone in operation. If the individual moves out of the Lovington Fire District during employment, they will be terminated.
- Perform all other duties as assigned. (City of Lovington Municipal Code 2.44.050(e,f) and 2.44.050(a)).

Essential Functions

- Shall meet all requirements defined in the Captain job description.
- Regular attendance is required to perform the duties of this position.
- Be accountable to the fire chief for the personnel, morale, and general efficiency of the department.
- In the absence of the Fire Chief, directs the overall operations of the fire and EMS department.
- Reviews, evaluates, develops, and implements programs, policies and procedures for various fire and EMS operations, with approval of the Fire Chief.
- May assume command of fire and EMS incidents as deemed necessary.
- Plans and implements EMS programs, with approval of the Fire Chief, for the City in order to better carry out the policies and goals of the City and department. Reviews EMS performance and effectiveness in assigned area. Formulates programs or policies to alleviate deficiencies.
- Plans and implements fire programs, with approval of the Fire Chief, for the City in order to better carry out the policies and goals of the City and department. Reviews fire activity performance and effectiveness in assigned area. Formulates programs or policies to alleviate deficiencies.
- Conduct or cause to be conducted the investigation, cause, and circumstances of all injuries and/or accidents involving duty personnel and/or equipment, and/or to assist other proper authorities in investigating such incidents that involved our personnel and/or equipment (even when not on duty) if such incident appears to have direct bearing on the department, or department standard of conduct.
- Keep, or cause to be kept, complete records of all emergency medical run summaries, apparatus and equipment maintenance and repairs performed; personnel training and skill levels and other information concerning operations and expense of the fire and EMS department and maintain records open to the public for inspection at all reasonable times, upon approval of the City Clerk, except for

records that may violate rights of privacy and/or require subpoena action.

- Conduct, or cause to be conducted, suitable inventories of all equipment and/or licenses, according to FCC, EMS, ISO, OSHA, NFPA, pharmacy, medical direction, State Fire Marshal, DFA, city finance, and the Fire Chief to required standards.
- Evaluate and/or counsel, recommend to promote, recommend to demote, recommend to dismiss or expel any officer or line personnel of the fire and EMS department.
- Approve work schedules and assignments and recommend for approval vacation schedules for personnel of the fire and EMS department.
- Coordinates the information gathered and work accomplished by various officers. Make recommendations for assignments of personnel as special needs arise with the Fire Chief.
- Assist the Fire Chief in preparation of annual operating budget.
- Directs, maintains, and administers the development of fire and EMS training programs for the department. Maintains records and legal documents that provide for the proper evaluation and control regarding training as approved by the Fire Chief.
- Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of fire and EMS operations.
- Carries out duties and monitors operations of the fire and EMS department in conformance with Federal, State, County, and City laws and ordinances. Enforce, or cause to be enforced, all laws and regulations established by the aforementioned agencies/entities insofar as they pertain to the fire and EMS department.
- Perform, or cause to be performed, the duties of the emergency operations fire and EMS department representative during times of civil defense and/or EOC operations for the City of Lovington in the absence of the Fire Chief.
- Shall make public appearances and/or public addresses and shall make public written statements as are appropriate from time to time to better inform the public on services provided by the department and/or procedures and policies of the department. Shall act as the department public information officer.
- Shall conduct general staff and/or officer meetings on a regular basis and shall bring all relevant concerns to the attention of the Fire Chief.
- Shall prepare, or cause to be prepared, periodic reports regarding fire and EMS activities, and prepares a variety of other reports as appropriate.
- Shall make recommendations for the purchase, operation, and disposal of fire and EMS capital expenditures.
- Attends conferences and meetings to keep informed on current trends in the field. Represents the City EMS/Fire department in a variety of local, county, state, and other meetings.
- Cooperates with other municipal fire and EMS personnel and various law enforcement officers as appropriate where fire and EMS activities and incidents demand.
- Meets with elected or appointed officials, other law enforcement officials, community, and business representatives and the public on all aspects of fire and

EMS activities.

- Works with the City Human Resource Department to handle personnel management issues including policy interpretation, conflict resolution, and disciplinary actions.
- Serves on boards and committees of national, state, county, and local professional organizations.
- Possess thorough knowledge of the principles and practices of fire and rescue administration, organization, personnel, budget, finance, and purchasing.
- Possess thorough knowledge of fire department policies, rules, and regulations.
- Possess thorough knowledge of modern firefighting, rescue, and fire prevention principles, practices, and procedures.
- Possess thorough knowledge of emergency operations and training including EMS, fire prevention, and communications.
- Possess thorough knowledge of training needs assessment and effective training delivery.
- Possess thorough knowledge of effective personnel management techniques including team building, conflict resolution, and meeting facilitation.
- Possess ability to plan, develop, and coordinate strategic management plan goals and objectives.
- Possess ability to recognize potential administrative problems and to propose viable solutions.
- Possess ability to communicate effectively, orally and in writing.

Training and Education

- High school diploma or equivalent. Associates Degree in Fire/EMS Management preferred.
- Must possess New Mexico Firefighters Training Academy Firefighter II certification. A Firefighter II certification with IFSAC seal is also acceptable.
- Licensed at the EMT-I level in the State of New Mexico. Paramedic licensure preferred.
- Possess Hazardous Materials – Operations level
- Four years of experience as a firefighter.
- Fire Service I instructor and EMS Instructor/Coordinator preferred but not required.
- Must possess and maintain a valid New Mexico driver's license.
- Must be insurable.
- Must be proficient in reading, writing, and speaking English, grammar, and basic arithmetic.
- Possess knowledge of word processing and data entry software. (Word, Excel)
- Possess extensive knowledge of Firehouse software.
- Possess extensive knowledge of AIM EMS management system.
- Possess extensive knowledge in the National Incident Management System.

Identification of General Aptitudes and Physical Requirements

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking and Talking:

- Answering telephone, radio, or switchboard
- Communicating with officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others
- _____
- Not essential to job function

2. Hearing/Listening:

- For communication with officials, public, vendors, supervisors and/or other employees
 - Not essential to job function
- 3. Reading:** (ability to read and understand text)
- Essential to job function
 - Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine, or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately. For example: electrical wiring.

- Essential job function
- Not essential function

Explain: Firefighter/rescue/EMS duties

VI. Physical Demands:

1. **Strength:** The quality, state, or property of being strong. The power to withstand strain, force, or stress.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasional	Frequent	Continuous
Lift						✓		✓	
Push/Pull						✓		✓	
Hold/Carry						✓		✓	

Manipulation done from: ground to waist waist level
 waist to shoulder above shoulder

Not essential to job function: Lift Push/Pull Hold/Carry

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input checked="" type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input checked="" type="checkbox"/> Other <u>fire apparatus</u> | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential | <input type="checkbox"/> Not essential | <input type="checkbox"/> Not essential |

3. **Ability to Stand, Sit, Walk, and Run:**

Duration (hours/day)							Frequency		
	0-1	1-3	3-5	5-7	7-9	9+	Occasional	Frequent	Continuous
Stand		✓						✓	
Sit		✓	✓					✓	
Walk		✓						✓	
Run		✓						✓	

If walking or running, over what type of terrain? flat rough both

Not essential job function: Stand Sit Walk Run

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary

- Peripheral vision
- Night vision
- Focus (distance or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Vehicle Type	Standard	Automatic	Multi-Gears
Car		✓	
Van		✓	
Small Truck		✓	
Medium Truck	✓	✓	
Large Truck	✓	✓	
Truck w/ Equipment	✓	✓	
Heavy Bus Equipment			
Not essential to job function			✓
Other (list)			

Prepared by: James R. Williams
Title: Fire Chief

Reviewed by: Perry Williams
Title: Fire Chief

Signature:

Signature:

Approved by: Pat Wise
Title: City Manager

Signature:

Date Adopted: