



CITY OF LEON VALLEY JOB DESCRIPTION

JOB TITLE: Deputy Fire Marshal (Captain Rank)

DEPARTMENT: Fire Department

FLSA STATUS: Exempt

EFFECTIVE DATE: June 14, 2023

JOB SUMMARY:

Under general direction of the Fire Chief, performs inspection, prevention and investigative tasks within the City. Promotes fire education programs and conducts fire safety inspections Controls and extinguishes fires, performs rescue, protects life and property, administers emergency medical care and transport; and does related work as required.

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.

Inspect and respond to complaints regarding the condition of businesses, schools, day care centers, churches, and other buildings to detect fire hazards and violations and to enforce State and local fire laws and ordinances;

Conduct Certificate of Occupancy inspections;

Perform plan reviews for code compliance on all commercial and multi-family dwellings and all other reviews as directed by the Fire Chief;

Discuss inspection results with owners/managers;

Recommend corrections, and issues warnings if necessary;

Issue citations for fire hazards and violations not corrected after appropriate notification;

Prepare reports of violations and fire hazards;

Conduct inspections to insure compliance with applicable codes regarding hazardous materials, storage, and transportation;

Perform administrative activities as assigned;

Ensure that inspections are performed in concert with all applicable Federal, State, and local laws, ordinances, codes and the policies/procedures;

Steps in or fills in as a Fire Officer in daily operations as needed;

Conducts after-action emergency scene reviews with staff.;

Assume management responsibility for assigned services and activities of the Fire Department including all fire suppression, fire prevention, , emergency medical services, and related functions and activities;

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures; oversee and participate in the development of new fire ordinances;

Assist and ensure equipment, safety clothing, apparatus, and supplies are specified, purchased, received, and distributed in an effective manner and consistent with City policy;

Coordinate and assist in the City's emergency disasters mitigation and civil defense plan; coordinate and manage the City's Emergency Operations Center (EOC); coordinate and collaborate with other agencies that share the technologies and workspace within the joint operations that occur in the EOC;

Develop and maintain lines of communication and cooperation with peers in surrounding local, state, and federal agencies; coordinate joint operations with outside agencies; mitigate conflicts with other City of Leon Valley departments or agencies; oversee and participate in the development of new fire mutual aid and automatic agreements and procedures;

Respond to emergency and non-emergency incidents; utilize the incident command system to direct activities and communications in fire and/or emergency situations; take action to mitigate hazards and treat patients; make decisions affecting life and property under emergency circumstances; develop tactics and strategies for major or critical incidents;

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of fire science and emergency medical services; incorporate new developments as appropriate;

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 Fire safety code enforcement and animal control violations;

Maintain records regarding fire inspection/prevention activities and necessary records and writes reports and inspection notices as required;

Make presentations to schools and civic organizations on fire prevention practices;

Assist or conduct investigations and gathering of facts to determine cause, origin, and circumstances of all fires in the City;

Assist or conduct investigations of crimes of arson, malicious mischief, and vandalism involving fire;

Obtain samples, pictures and other evidence of suspected arson scenes for later use in court;

Prepare court cases for district attorney and grand jury and attends all courts as scheduled and/or requested by the Fire Chief;

Verbally articulates testimony in court;

Prepare and complete all reports and paperwork promptly, legible, accurately, thoroughly, neatly and with correct grammar and spelling;

Respond to fire alarms, emergency medical calls and other emergencies when necessary;

Keep Fire Chief advised on all fire code changes and proceedings of all ongoing investigations;

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;

When necessary must be able to 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;

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

Attend all courts, meetings, and other functions as scheduled and requested;

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;

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;

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;

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

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 five (5) 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

Any and all prior military service is required to have resulted in at least an under 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 person, carrying victims under adverse conditions, eg. up/down stairs, over rough terrain, out of creeks, etc.; Must be able to walk for short and long distances (more than 1/4 mile). Must be able to climb ladder, and up and down a flight of stairs/steps.

Also, must have the physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

-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 building in full gear.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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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 knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over one year up to and including three years of inspection and fire investigative work.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
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 moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in 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 in 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 in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Basic Fire Inspector and Fire Investigator certificate by the T.C.F.P. Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). Must hold at least an Intermediate Fire Certificate by T.C.F.P.; Must have obtained a minimum certification as a Fire Service Instructor II from T.C.F.P.; Must be a Basic EMT by the Texas Department of Health. A valid Texas Motor Vehicle License and the ability to remain eligible to operate a vehicle under the City's driver evaluation program are required; Class B -Texas Commercial Driver's License is required; and All required licenses and certifications must be current and valid.

PRIMARY WORK LOCATION

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