

ORDINANCE NO. 1220

AN ORDINANCE ADOPTING A DESCRIPTION OF JOB DUTIES FOR THE CLASSIFICATIONS OF FIRE FIGHTERS INCLUDING THAT OF FIREMAN, LIEUTENANT, CAPTAIN AND DEPUTY CHIEF AND PROVIDING THE CRITERIA FOR PAYMENT WHEN WORKING IN A HIGHER CLASSIFICATION; PROVIDING THAT ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE ARE REPEALED TO THE EXTENT OF SUCH CONFLICT, IN ALL OTHER RESPECTS TO REMAIN IN FULL FORCE AND EFFECT; PROVIDING A SEVERABILITY CLAUSE AND DECLARING AN EMERGENCY.

WHEREAS, the interpretation of the job classifications in the Fire Department have been the subject of disagreement and litigation; and

WHEREAS, it has been determined by the City Council of the City of Mesquite that such classifications and the duties thereof should be adopted in such a manner as to avoid dispute and litigation;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MESQUITE, TEXAS:

SECTION 1. That the attached job descriptions annexed hereto labeled Exhibit "A-1" through Exhibit "A-4" are hereby adopted as the job descriptions of the Fire classifications, Fireman, Lieutenant, Captain and Deputy Chief, respectively; provided however, that when a member of a classification is absent and a member of a lower classification performed the duties of such absent superior the member of the lower classification performing such services shall be paid the base salary of the higher classification in addition to any longevity pay applicable to his permanent classification where the period of such performance of duties of a member of higher classification equals or exceeds twenty-four (24) hours consecutively.

For the purpose of this provision it is expressly declared that where no member of a lower classification is specifically

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designated to perform the responsibilities of the absent superior, the senior member of the next lower classification present shall be deemed to have performed the responsibilities of the absent superior, provided, however, that in the event the absence is that of the Fire Chief it shall be within the discretion of the City Manager as to whether or at what time an acting Chief will be designated pursuant to Article IV, Section 14 and Article VIII, Section 3 of the City Charter.

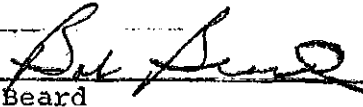
The foregoing provision regarding compensation for performance of duties in a higher classification shall be similarly applicable to any subsequent classification created in the Fire Department.

SECTION 2. That all ordinances in conflict herewith are hereby repealed to the extent of such conflict, in all other respects to remain in full force and effect.

SECTION 3. Should any word, phrase, sentence, paragraph or section of this ordinance be held to be invalid or unconstitutional, the remaining provisions of this ordinance shall remain in full force and effect.

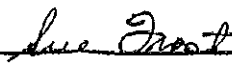
SECTION 4. The fact that the language of the present job descriptions in the Fire Department is the subject of different interpretations and disputes and has led to involvement in litigation makes it imperative that this change be effected immediately and creates an urgency and an emergency for the preservation of the public health, safety, and welfare and requires that this ordinance shall take effect immediately from and after its passage and publication of said ordinance, as the law in such cases provides.

DULY PASSED by the City Council of the City of Mesquite, Texas, on the 18th day of November, 1974, A.D.,


Bob Beard
Mayor

ATTEST:

APPROVED AS TO FORM:


Sue Frost
Acting City Secretary

Elland Archer
City Attorney

JOB SPECIFICATION

Exhibit "A-1"

Job Title

Fireman

Grade

CCU31

Job Summary: Under general supervision, to perform general fire fighting and rescue services and to drive or operate automotive equipment in responding to alarms and other emergency calls; to participate in fire prevention, station and equipment maintenance and training activities, and to do related work as required.

Specific Duties: Responds to fire alarms and other emergency calls; lays and operates hose lines.

Enters and ventilates buildings; cleans up and does salvaga work after fires.

Operates resuscitator and administers first aid; participates in drills and training classes related to the work of the Department.

Assists in fire prevention work through company inspections of homes and businesses or as inspection assigned to fire prevention unit.

Studies technical materials on fire prevention, fire suppression, and fire equipment operation.

Studies location of streets, hydrants, and potential fire hazards; cleans, maintains, and checks operation of fire and rescue apparatus.

Maintains station facilities and grounds; Keeps records and makes reports.

Drives assigned automotive equipment and operates a pumping engine and auxiliary equipment when required.

May occasionally act as company officer.

Assists in the checking and maintaining of hydrants.

The above description covers the most significant duties performed, but does not exclude other work assignments which would require approximately the same level of skill, diffi-

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EDUCATIONAL LEVEL: Completion of 60 hours of general college credit courses in any major or 30 hours of college in the field of Fire Technology.

SKILL REQUIREMENTS: Mechanical aptitude, physical endurance and agility.

EXPERIENCE: _____ Up to 3 months _____ Over 3 months, up to 1 year
_____ Over 1 year, up to 3 years _____ Over 3 years, up to 5 years _____ Over 5 years

Other: Must take and pass prescribed written Civil Service examination and physical examination.

COMPLEXITY: Independent Action no Making Decisions see below
Exercises Judgment see below Planning no

Creative Effort no Normally routine duties but emergency situations may require some independent action, making decisions and use of judgment based on standard practice, procedures and precedent.

SUPERVISION RECEIVED: Works under general supervision of Fire Lieutenant and Fire Captain.

SUPERVISION EXERCISED: None

RESPONSIBILITY: Damage to equipment through careless operation could exceed \$2500... Carelessness could also result in serious fatal accident. Responsibility is limited to emergency situations.

CONTACTS: Inside contacts are routine. Some outside contacts which are generally supervised.

WORKING CONDITIONS: Except in emergencies, working conditions are good. During emergencies there may be continuous and intense exposure to a variety of unpleasant and dangerous elements and to serious accident.

PHYSICAL DEMAND: In emergency situation extensive physical effort or exertion, otherwise light to medium physical effort.

MAY PROMOTE FROM: Job Title:
None - This is an entry level job.

Job Title Fire Lieutenant

Grade _____

Job Summary:

Under direction, to supervise the activities of a fire company on an assigned shift, and to do related work as required.

Specific Duties:

Shall be second in command of a multi-company station.

Leads fire company in response to fire alarms and emergency calls and directs fire fighting, rescue and salvage operations until arrival of superior officer.

Participates in fire suppression activities and operates fire trucks and all auxiliary equipment.

May be assigned as officer in charge of the ambulance or rescue truck and supervise and participate in first aid operations.

Assists in conducting and participation in company drills and training classes.

Assists in building survey procedures, preparing and reviewing drawings and reports for fire planning purposes.

Assists in organizing and supervising the maintenance of station facilities, grounds, and equipment.

Assists in maintaining all reports and logs of station activities.

May be required to participate in fire inspection activities as part of fire prevention program; may be assigned to duties involving fire prevention activities.

Acts as relief for a superior officer when assigned.

May be transferred to various stations and assume command of the station or company as assigned.

The above description covers the most significant duties performed, but does not exclude other work assignments which would require approximately the same level of skill, diffi-

EDUCATIONAL LEVEL:

SKILL REQUIREMENTS: Superior manual skills; Knowledge of fire fighting techniques, equipment and related codes, regulations and procedures.

EXPERIENCE: _____ Up to 3 months _____ Over 3 months, up to 1 year
_____ Over 1 year, up to 3 years _____ Over 3 years, up to 5 years _____ Over 5 years

Other: Two years of continuous service in the next immediately lower classification.
(Fireman)

COMPLEXITY: Independent Action see below Making Decisions Yes-see below
Exercises Judgment see below Planning Yes-see below

Creative Effort No May take independent action, make decisions, exercise judgment in emergency situations, but normally these would be within the limitations of standard techniques, regulations, procedures and practices. Plans details of training and work schedules.

SUPERVISION RECEIVED: Normally under direct supervision of Fire Captain.

SUPERVISION EXERCISED: Instructs, trains, supervises and directs a small group of firemen. (less than 10)

RESPONSIBILITY: For safety of others in emergency situations is high. Carelessness could result in fatality. Responsibility for material loss is equally high. In both cases the limiting factor is the frequency of emergency situations. It is only in these situations that the employee carries this responsibility.

CONTACTS: Extensive periodic contact with the public. Inside contacts are normally within the Department and are of a routine nature.

WORKING CONDITIONS: Except in emergencies, working conditions are good. During emergencies there may be continuous and intense exposure to a variety of unpleasant and dangerous elements and to serious accident.

PHYSICAL DEMAND:

In emergency situation extensive physical effort or exertion, otherwise light to medium physical effort.

MAY PROMOTE FROM: Job Title:

Fireman

CITY OF MESQUITE.

JOB SPECIFICATION

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Exhibit "A-3"

Job Title Fire Captain Grade F-3

Summary:

Under direction, to supervise the activities of a fire station on an assigned shift;
To do related work as required.

Specific Duties: Leads fire company in response to alarms and emergency calls and directs fire fighting, rescue, and salvage operations until arrival of a superior officer.

Operates fire trucks and auxiliary equipment and participates in fire suppression work.

Supervises and participates in first aid and resuscitation operations.

Plans and conducts company drills and training classes.

Prepares and reviews sketches and reports for pre-fire planning purposes.

Organizes and supervises maintenance of station facilities, grounds and equipment.

Keeps log and other station records and makes reports on station activities.

Acts as relief for a superior officer when assigned.

May be required to participate in fire inspection activities as part of fire prevention program.

The above description covers the most significant duties performed, but does not exclude other work assignments which would require approximately the same level of skill, difficulty and responsibility.

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EDUCATIONAL LEVEL:

SKILL REQUIREMENTS: Broad knowledge of fire fighting techniques, equipment and related codes, regulations and procedures.

Good supervisory skills. Possess Instructor B Certificate as specified by the Texas Commission on Fire Protection Personnel Standards and Education.

EXPERIENCE: Up to 3 months _____ Over 3 months, up to 1 year _____

Over 1 year, up to 3 years _____ Over 3 years, up to 5 years _____ Over 5 years _____

X Other: Two years of continuous service in the next immediately lower classification (Fire Lieutenant.)

COMPLEXITY: Independent Action see below Making Decisions see below

Exercises Judgment see below Planning see below

Creative Effort No Acts independently, makes decisions, exercises judgment in emergency situations pending arrival of superior officer, but normally these would be within the limitations of standard techniques, regulations, procedures and practices. Plans and implements station activities.

SUPERVISION RECEIVED: General supervision from Deputy Chief on routine station operation. Direct supervision from Deputy Chief in emergency operations.

SUPERVISION EXERCISED: Exercises general supervision and direction of all activities at a fire station on an assigned shift. Direct supervision of Fire Lieutenant.

RESPONSIBILITY: General overall responsibility for safety and efficiency of subordinate officer and men on assigned shift. During duty shift responsible for all trucks and equipment in station to which he is assigned.

CONTACTS: Extensive contact with public in fire inspection and prevention activities. Considerable contacts of a routine nature within the Department.

WORKING CONDITIONS: Except in emergencies, working conditions are good. During emergencies there may be continuous and intense exposure to a variety of unpleasant and dangerous elements and to serious accident.

PHYSICAL DEMAND:

In emergency situations extensive physical effort or exertion, otherwise light to medium physical effort.

MAY PROMOTE FROM:

Job Title:

Fire Lieutenant

JOB SPECIFICATION

CCC37

Exhibit "A-4"

Job Title Deputy Fire Chief Grade F-5

Job Summary: Under direction, to be responsible for all fire suppression activities and empower on an assigned shift; To assist in the administration of the Department; and to do related work as required.

Specific Duties: Responds to fire and other emergency calls.

Sizes-up situations, deploys men and equipment, and directs fire suppression, rescue, first aid and salvage operations until arrival of the Fire Chief.

Responds to calls in all districts of the City when structural fires and other major emergencies are involved and assumes command upon arrival at the scene.

Operates fire trucks and equipment and participates in firefighting work.

Assists in the development of a Departmental Training Program and the conduct of drills and training classes.

Assists in fire prevention activities.

Assists in the development of a Departmental Program for maintenance of fire equipment and station facilities.

Assists in the requisitioning of supplies and equipment and in making budget estimates.

Acts for the Fire Chief in his absence or as assigned.

Keeps records and prepares reports.

May be assigned to plan, organize, and implement a City wide fire prevention program acting in the capacity of City Fire Marshal. May be assigned to plan, develop, implement and supervise a Fire Training Program for Fire Department personnel.

The above description covers the most significant duties performed, but does not exclude other work assignments which would require approximately the same level of skill, difficulty and responsibility.

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Title Deputy Fire Chief

EDUCATIONAL LEVEL:

SKILL REQUIREMENTS: Extensive knowledge of fire fighting, fire prevention, related code regulations and procedures.

Must meet all State Certification requirements.

EXPERIENCE: _____ Up to 3 months _____ Over 3 months, up to 1 year
_____ Over 1 year, up to 3 years _____ Over 3 years, up to 5 years _____ Over 5 years

X Others: Two years of continuous service in the next immediately lower classification (Fire Captain)

COMPLEXITY: Independent Action yes Making Decisions yes
Exercises Judgment yes Planning yes

Creative Effort No Normally acts, makes decisions, exercises judgment and plans within limits of standard practice but in emergencies may be required to devise methods, modify procedures or techniques and make decisions for which there is little if any precedent.

SUPERVISION RECEIVED: Works from policies and established objectives. General supervision from the Fire Chief.

SUPERVISION EXERCISED: Directs and coordinates all fire suppression and related activities and all manpower on assigned shift.

RESPONSIBILITY: Accountable for results in terms of costs, methods, personnel. May involve major loss of equipment, material or personnel.

CONTACTS: Outside and inside contacts involve carrying out policy and programs where improper handling may affect results.

WORKING CONDITIONS: Except in emergencies, working conditions are good. During emergencies there may be continuous and intense exposure to a variety of unpleasant and dangerous elements and to serious accident.

PHYSICAL DEMAND:
In emergency situations extensive physical effort or exertion, otherwise light to medium physical effort.

MAY PROMOTE FROM: Job Title:

Fire Captain

