

ORDINANCE NO. 1474

AN ORDINANCE OF THE CITY OF MESQUITE AMENDING AND MODIFYING THE DUTIES AND RESPONSIBILITIES OF THE CLASSIFICATION OF DEPUTY FIRE CHIEF AND CREATING ONE ADDITIONAL POSITION IN SAID CLASSIFICATION AND DECLARING THE EFFECTIVE DATE OF SAID NEW POSITION AND DECLARING AN EMERGENCY.

WHEREAS, the duties and responsibilities of the position of Deputy Chief in the Mesquite Fire Department have undergone certain changes, and

WHEREAS, it is necessary to create one additional position in the Deputy Chief classification; and

WHEREAS, modification of the duties of Deputy Chief and creation of one additional position in this classification have been reviewed and approved by the City of Mesquite Firemen and Policemen's Civil Service Commission and transmitted to the City Council:

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

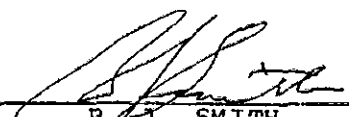
SECTION 1. The duties and responsibilities of the classification of Deputy Fire Chief are hereby amended and modified to read according to the attached "Exhibit A" entitled, Job Specification, Deputy Fire Chief.

SECTION 2. That the number of Deputy Fire Chief positions in this classifications are hereby increased from five (5) to six (6) by adding one such position.

SECTION 3. That such position shall be compensated for in accordance with the City of Mesquite Salary and Classification Plan as established by the City Council.

SECTION 4. That such new position created shall be effective from and after passage of this ordinance and shall be filled as provided by law.

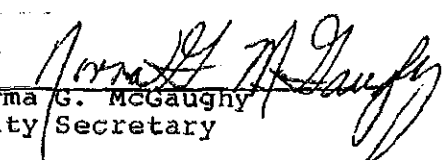
DULY PASSED AND APPROVED by the City Council of the City of Mesquite, Texas, on the 18th day of December, A.D., 1978.



B. J. SMITH
MAYOR

ATTEST:

APPROVED AS TO FORM:



Norma G. McGaughy
City Secretary

Ellard Archer
City Attorney

00038

Title Deputy Fire Chief

EDUCATIONAL LEVEL:

00039

SKILL REQUIREMENTS: Extensive knowledge of fire fighting, fire prevention, related codes, 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
 Other: 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 supervisor from the Fire Chief.

SUPERVISION EXERCISED: Directs and coordinates all fire suppression and related activities at 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.

BY PROMOTE FROM:

Job Title:

Fire Captain

00040

CITY OF MESQUITE
JOB SPECIFICATION

Job Title Deputy Fire Chief Grade _____

Job Summary: Under direction, to be responsible for all fire suppression activities and manpower 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 fire fighting 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.

May be assigned as Administrative Officer to perform a variety of administrative and organizational functions to assist the Chief in the overall administration of the Fire Department. When assigned as Administrative Officer, duties may include such assignments as preparation of annual operating budget, preparation of equipment specifications, preparation of departmental reports, assisting line officers in organizational personnel matters, and related activities as required by the Chief.

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.

Prepared By Appvd by Civil Service Commission Date 12-9-78

Reviewed By _____ Date _____