



## **JOB ANNOUNCEMENT**

### ***General Public Vacancy***

**OPEN DATE: November 17, 2023**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Deputy Fire Chief/ Fire Marshal

**PAY RANGE:** \$28.00+ based on experience

**DEPARTMENT:** Fire Department

#### **SUMMARY**

This is a highly responsible position with duties in the area of fire command, plans reviewed, code inspections, enforcement, emergency management, and computer operations. The Deputy Chief/Fire Marshal performs under the direct supervision of the Fire Chief and is second in command; assumes the position of Fire Chief in his absence and performs under the direction of the City Manager. The Deputy Fire Chief serves as the Fire Marshal for the City of Las Vegas and over sees operations of the Fire Prevention and Enforcement Bureau. Under general direction of the Fire Chief, oversees all operations related to the Fire Department to include Emergency Medical Service Operations, which includes preparation, operating procedures, continuing education, quality control, inventory, and equipment.

#### **DUTIES AND RESPONSIBILITIES**

- As directed by the Fire Chief, inspects existing structures as well as plans, specifications and construction of new or modified structures for compliance with applicable life safety codes, short term rental requirements and fire prevention codes. Cites violations of same, recommends and oversees implementation of corrective measures.
- Supervises personnel, reviews personnel matters and recommends action as necessary, coordinates the development and or revisions of mutual aid agreements with other agencies.
- Performs Public relation functions including speaking presentations etc. Assist in training of paid personnel, required to respond to fire alarms, rescue calls, and when necessary, directs and participates with paid and or volunteer firefighters in firefighting and suppression.
- Provides fire prevention instruction and training for the public through lectures and demonstrations on life safety and fire prevention codes and equipment;
- Performs annual sprinkler inspections according to the requirements of NFPA 25;
- Performs fire alarm inspections according to the requirements of NFPA 72.
- Investigates fires to determine cause and origin; photographs scenes; investigates arson and provides information to the Police Department; locates, tags and preserves evidence according to accepted procedures;
- Responsible for program development of the following areas: budget preparation, Emergency Operations, quality control, inventory of equipment, grant application, ISO preparation, and maintenance of road equipment.
- May be required to respond to general fire alarms, Fire rescue, and emergency medical service calls;
- May function as a member of any of the special skills teams of the Fire Department.
- Participates in on-going formal and on-the-job training programs.
- Performs other related duties as required or assigned.

#### **MINIMUM JOB QUALIFICATIONS**

- High School Diploma or Equivalent.
- Firefighter II level or higher plus five (5) years service with any paid Fire Department.
- Three (3) years of experience in fire code inspections and enforcement.
- New Mexico Emergency Medical Technician Intermediate Certification.

*Deputy Fire Chief/Fire Marshal*

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## **EMPLOYMENT REQUIREMENTS**

- Must possess and maintain an insurable New Mexico Driver's License.
- Must possess a valid New Mexico Class E or CDL Driver's License.
- Must be EMT-I or higher licensed in the State of New Mexico.
- Must be EVO certified.
- Must have IS 100, 200, 700 and 800 certifications of completion.
- Must have IFSAC Fire Inspector I certification.
- Must certify as an Instructor (IFSAC) within one year of appointment.
- Must obtain IFSAC Fire Inspector II Certification within 1 year.
- Must obtain and maintain ICC Fire Marshal Certification within 2 years.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Management experience is required.
- Ability to perform physical tasks requiring strength and endurance.
- Ability to make sound and quick decisions in high stress situations.
- Ability to understand and follow oral and written instructions.
- Ability to present information clearly and concisely both orally and in writing
- Ability to establish and maintain effective working relationships associates, the public and with other employees.
- Ability to deal with the public in a pleasant and courteous manner.
- Ability to successfully complete inspection related courses deemed appropriate by the Fire Chief.
- Knowledge of methods and equipment used in structural fire fighting, rescue, first aid, and hazardous material emergency calls.
- Considerable knowledge of the occupational hazards and safety precautions related to the work, including Blood Borne Pathogens.
- Knowledge of minor mechanical repairs of vehicles and small equipment.
- Knowledge of life safety and fire prevention codes; federal, state, and city laws, rules, regulations, plans and programs for public protection during disaster; fire prevention equipment; fire department policies, procedures, rules, regulations, and documentation requirements; street and fire hydrant locations; and the physical layout of building in the City of Las Vegas.
- Knowledge in arson investigation techniques.
- Ability to use the following machine, tools and equipment: Power generators, mobile radio, power tools, heavy rescue tools, portable pumps, fire hose, hose nozzles, various sizes of ladders, smoke ejector, positive pressure fan, water vacuum, fire extinguisher, salvage covers, self contained breathing apparatus, sledge hammers, lawn mower, flood lights, vests, and structure firefighting clothing. Small tools such as: screw drivers, pliers, wrenches, extension cords, pike poles, axes, personal alert safety system, air compressors, vehicle washing machines, hydrant wrenches, shovels, squeegee, firefighting adapters, hydrant flow meter, water vac, backpack pump, ropes, handyman jack, stretcher, grease gun, two-way portable radio, telephone, paint brush, and saws.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is performed primarily both indoors and outdoors. Work required considerable flexibility due to different types of assignments. Working surface is on tiled floor, asphalt, concrete, and dirt. This area may be wet and icy at times. Ability to perform tasks requiring strength, and endurance in all types of weather conditions. Ability to work when exposed to heat, smoke, darkness, confined spaces, pain, suffering, and mental anguish under emergency conditions. Operates city vehicle to include emergency vehicle to and from site. Must have excellent corrected eyesight for quality control. Required to work beyond the normal day to complete assignments. Required to attend training class once a

month. In the absence of the Chief, May be required to attend City Council Meetings, and other job related meetings when applicable to his/her job description.

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the public, vendors and staff.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.


The employment application is available at: <https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

**OR** send via email to: [darlenea@lasvegasnm.gov](mailto:darlenea@lasvegasnm.gov) or [mgarcia@lasvegasnm.gov](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
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