



MOAPA VALLEY FIRE DISTRICT

3570 N. Lyman Logandale, NV 89021

(702) 817-3179



Assistant Fire Chief

Full-time

Salary:

\$68,250

Description

Job descriptions/specifications are intended to indicate the essential functions and levels of work difficulty of the position and are not intended to describe in detail all of the position's specific duties and responsibilities nor exclude other duties of similar level or difficulty. Additionally, it is not intended to limit management's rights to assign, direct, and control the work of employees under their supervision. This position is a three-year grant funded position. Employment beyond three-years will be at the discretion of the fire board.

DEFINITION

Respond to emergency calls to provide fire suppression, rescue, and emergency medical assistance to the public. Conduct EMS and Fire training; Perform general maintenance on fire apparatus, equipment, and facilities; Performs public education, and responds to and assists in mitigation of hazardous materials incidents; Performs record management.

Assistant Fire Chief

This position performs work of moderate difficulty related to Advance Life Support, Fire Rescue Operations, and EMS and Fire Training, record management, oversees and manages organization and programs as assigned by Fire Chief. This position will oversee the EMS Division within the district.

Examples of Duties

ESSENTIAL FUNCTIONS

(Essential functions are those functions that the individual who hold the position must be able to perform unaided or with the assistance of reasonable accommodation.)

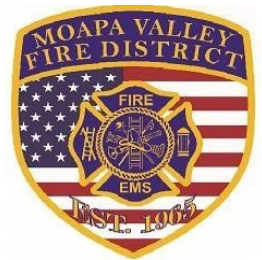
- Serve as a representative of the Moapa Valley Fire District, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Operate all types of fire operation and rescue equipment including portable fire extinguishers, pike poles, hand lines, ventilation equipment, salvage covers, forcible entry tools, aerial ladder equipment, and emergency medical equipment.
- Operate all types of ALS emergency medical equipment utilized by Moapa Valley Fire District.
- Respond to emergency medical incidents; analyze patient needs and administer emergency medical care until relieved by proper medical personnel.
- Transports sick and injured individuals from the incident scene to the appropriate transfer point or to the hospital when deemed medically necessary and provides appropriate medical care during transport.
- Preserve evidence at fire and medical scenes.
- Participate in fire station maintenance and housekeeping.



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- Perform search and rescue of individuals in hazardous environments including collapsed buildings, auto accidents, hazardous material spills, and confined spaces.
- Attend and/or instruct special instruction in firefighting and emergency medical techniques; perform drills with other staff; become familiar with county layout, established response routes and hydrant system.
- Participate in school drills, provide public information on fire prevention, first aid, CPR and career opportunities.
- Mentor and train employees and volunteers to perform in the capacity of an EMT/Firefighter or higher.
- Perform related duties and responsibilities as required.
- Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- Drive and operate emergency response apparatus.
- Instruct monthly EMS and fire trainings as directed.
- Precept and train new EMT and firefighters.
- Oversee and manages programs and organization as assigned by Fire Chief.

MATERIALS AND EQUIPMENT USED

- District vehicles
- Firefighting and EMS apparatus and equipment pertinent to the area or certification of expertise
- General office equipment
- Computers, electronic devices and related software
- Personal protective equipment

Typical Qualifications

MINIMUM QUALIFICATIONS

Experience, Education and Training: Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education:

- High school diploma or G.E.D.

License or Certificate:

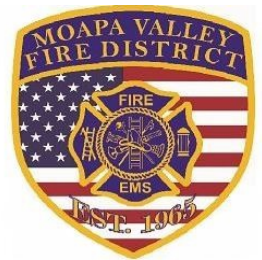
- Emergency Medical Technician (EMT) Paramedic Certification **OR** Southern Nevada Health District EMT Paramedic Certification **OR** National Registry of Emergency Medical Technicians Paramedic
- Must possess a valid state driver's license and maintain satisfactory motor vehicle record with the ability to obtain an appropriate Nevada state driver's license within the required time frame.



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Not required at time of application:

- Southern Nevada Health District EMT Paramedic Certification if not currently certified. Must obtain at time of job offer.
- State of Nevada/IFSAC Firefighter 1 and II. Must be obtained within one year of employment.
- SNHD EMS Instructor 2 certification must be obtained within one year of employment.
- State of Nevada IFSAC Fire Instructor 2 must be obtained within two years of employment.
- State of Nevada Fire Officer 2 must be obtained within two years of employment.

KNOWLEDGE

- Principles, practices and procedures of modern firefighting and emergency rescue.
- Operation of Fire and EMS apparatus, equipment, tools, devices, facilities and their proper use.
- Southern Nevada Health District Emergency Medical Services protocols and standards.
- Familiar with the city's major cross streets and street numbering system.
- Operation and basic maintenance of small motors.
- Basic rescue techniques and procedures.
- Basic techniques for handling hazardous materials.
- Basic mathematical principles
- Rules, regulations, standard operating procedures, Moapa Valley Fire District policies and procedures.

Skills

- Principles and practices of firefighting and rescue methods and procedures.
- Emergency medical assistance methods; hazards and safety precautions of the work.

Abilities

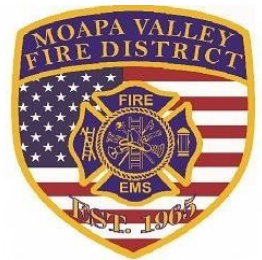
- Work under strict discipline and follow orders.
- Demonstrate mechanical aptitude as required in the operation of firefighting.
- Demonstrate physical aptitude as required by essential functions.
- Read and understand technical materials, rules, regulations and procedures related to firefighting.
- Operate and perform basic service maintenance procedures on all firefighting equipment, both manually operated and motorized.
- Learn to analyze emergency situations and quickly determine effective courses of action.
- Learn to identify various hazardous materials.
- Retain presence of mind in emergency situations.
- Think and act quickly and effectively in emergencies.
- Understand and follow oral and written directions promptly and accurately.
- Operate and maintain voice radio equipment.
- Work in adverse physical locations and conditions.



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- Perform heavy lifting and maneuvering.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn and use computers and tablets, along with related computer programs and software applications.
- Meet the districts medical standard, including passing an annual physical examination with an agency selected by the district.
- Maintain physical condition to perform essential duties.

Supplemental Information

WORKING CONDITIONS:

Work in an emergency firefighting environment, work in emergency medical situations, including vehicle accidents and other types of medical and rescue emergencies; work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids, heights and noise.

Essential functions require maintaining physical condition necessary for running, walking, crawling, climbing, stooping, and heavy lifting while wearing protective equipment; work in inclement weather conditions. Must be able to work any shift or days of the week. Regular and timely attendance is required.

Job Hazards/Risk Factors:

Employees risk physical hazard from bio-hazards such as blood borne pathogen, drug paraphernalia, fire, smoke adverse weather conditions, working with and around heavy equipment, power tools, hand tools, heavy lifting, and other hazardous materials.

SPECIAL REQUIREMENTS

Position is considered safety sensitive and is subject to drug testing.

Position work schedule ~ 40 hour work week 4/10 schedule. Schedule may at the discretion of the district change to a 48/96 schedule (48 hour work shift/96 hours off).

Residency Requirement: This position is a required residency position. Employee must live and maintain residency within the jurisdiction of the Moapa Valley Fire District through their employment with the district.

FLSA: Exempt

BENEFITS

- Health Insurance with dental and vision
- Life Insurance
- PERS 100% paid by employer
- Paid vacation
- Paid sick leave
- Annual uniform allowance



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Application and Testing Process

Step #1 - APPLICATION

Applications will be accepted. Upon review, if your application is completed and fulfills the minimum requirements, you will receive an email confirmation inviting you to the oral board interview.

Step #2 - ORAL BOARD

Oral boards will be scheduled with a panel consisting of one member of the Moapa Valley Fire District Advisory Board, MVFD Assistant Chief, one MVFD Volunteer, and one community member residing within the boundaries of the MVFD.

Step #3 - CHIEF'S INTERVIEW

Upon invitation, candidates will be scheduled for an interview with Fire Chief.

Eligibility list created and job offers extended as needed upon successful completion of the following:

Step #4 - BACKGROUND CHECK

Following the chief's interview, candidates will be required to successfully complete a background check and verification process.

Step #5 - MEDICAL EVALUATION

Successful completion of a medical examination conducted by the department's medical physician.

Eligibility List:

Eligibility list will be created and be valid for two years from the date the list was certified.

The Moapa Valley Fire District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals. The Moapa Valley Fire District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Schedule: Employee will work a 4/10 schedule and will be expected to work nights, weekends, and holidays. Schedule may change to a 48/96 work week which is at the sole discretion of the fire chief.