



## CITY OF RIO COMMUNITIES JOB DESCRIPTION

Position: Fire/EMS Chief  
Status: Exempt

**Summary:** Under the direct supervision of the City Manager, performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing of fire prevention, suppression, emergency medical services to prevent or minimize the loss of life and property. Currently in the City of Rio Communities we have an all-volunteer Fire and EMS staff at two stations.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Establishes policies and procedures for Fire rescue/EMS Departments in order to implement directives from the City Manager.
- Annual review and update of the SOP'S (standard operating procedures) & SOG'S (standard operating guides) of the Fire rescue/EMS Department.
- Plans, organizes, and directs the EMS operations of the Rio Grande Estates Fire Department (RGEFD).
- Will manage the EMS Pharmacy and conduct audits with the Pharmacy Board and Local Pharmacist
- Will recruit new Fire rescue and EMS Volunteers
- Be able to demonstrate the ability in seeking out, writing and winning grants.
- Has experience in working for a City or County and know procurement policies.
- Supervises and coordinates the preparation and presentation of an annual budget for Fire rescue/EMS Department; directs the implementation of the department's budgets; plans for and reviews specifications for new or replaced equipment.
- Plans and implements Fire rescue/EMS Programs for the RGEFD; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Maintains and/or improve the ISO FSRs Rating of the Fire Department
- Responds to alarms and may direct activities at the scene of major emergencies, as required.



- Directs the operation of departmental in-service training activities.
- Controls the expenditure of departmental appropriations.
- Investigates and resolves employee grievances, maintains departmental discipline and the conduct and general behavior of Fire/EMS personnel.
- Investigates, or coordinates the investigation of all fires to determine origin and cause
- Conducts fire and life safety inspections of City businesses
- Coordinates and collaborates with NM State Fire Marshal's Office and local county and city fire officers to improve response and maintain best practices
- Prepares and submits weekly and annual reports to the City Manager regarding department activities.
- Assigns personnel and equipment to such duties and uses as the service required; evaluates the need for and recommends the purchase of new equipment and supplies.
- Meets with elected or appointed officials within the City and/or other EMS/Fire officials, community, business representatives and the public on all aspects of the department's activities.
- Attends conferences and meetings to keep up with current trends in the field; represents the City Fire/EMS Departments in a variety of local, county, state and other meetings.
- Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- May serve as a member of various employee committees.
- Ensures that laws and ordinances are enforced, and that public peace is maintained.

**Knowledge and Skills:**

- Knowledge of working for a City or County fire department.
- Knowledge of Procurement processes.
- Knowledge of Insurance Service Organization Fire Service Rating Scale
- Knowledge of emergency medical services principles, procedures, techniques, and equipment.
- Knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T. Certification.
- Knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Knowledge of all aspects of EMS/Fire Rescue Department operations and activities.
- Knowledge of modern fire suppression and prevention techniques.
- Knowledge of supervisory principles, practices, and methods for a fire/EMS volunteer department.
- Skill in effective training and supervision.
- Skill in effective verbal and written communication;



- Skill in establishing and maintaining effective working relationships with other employees, supervisors and the public.

**Minimum Qualifications:**

High School Diploma or equivalent; AND completion of the IFSAC Firefighter II, IFSAC Fire Officer 1 or better, IFSAC Fire Service Instructor 1, IFSAC Fire Inspector 1 or better, completion of minimum 40 hours Fire Investigation training or equivalent IFSAC Fire Investigator 1, and completion of the NREMT Advanced EMT or better, 5-8 or more years in Top Level Management/Leadership of a Fire Department or Fire/EMS Department within a City or County with a working knowledge of procurement procedures. Must have experience in working with volunteer Fire & EMS professionals. Must demonstrate a combination of education, training, experience and grant writing ability.

**Required Licenses/Certifications:**

Certifications; NREMT Advanced EMT or Better, CPR Instructor Certification; First Aid Instructor Certification; IFSAC Firefighter Level II, IFSAC Fire Officer 1 or better, IFSAC Fire Inspector 1 or better, minimum 40 hours of Fire Investigation training, or equivalent IFSAC Fire Investigator 1, Completion of ICS 100, 200, 300, 400, 700 and 800, IFSAC Fire Service Instructor 1; a valid New Mexico Class E Driver's License within six (6) months.

**I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.**

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date