

Limited to Fire Department Employees

DEPUTY CHIEF

FIRE DEPARTMENT

This is a promotional examination for the position of Deputy Chief in the Fire Department. Examination will be limited to members of the Amarillo Fire Department who have ever held a continuous position for two (2) years or more in the classification immediately below the classification for which this examination is being held. Applications will be received in the City Human Resources Department Monday thru Friday, 8am to 5pm until Tuesday, March 5, 2013. Examination will be 100% written and all candidates will be required to pass the examination before their names will be entered on the eligibility register. The eligibility register created by the examination will be in effect for a period of one (1) year.

DESCRIPTION OF WORK

Pro-actively plans to support the development of tactical goals and objectives to implement, supervise, and administer programs and activities to achieve maximum results. Evaluates, develops, and maximizes the effectiveness of personnel as related to assigned tasks and utilizes appropriate leadership skills to successfully achieve departmental goals. Establishes and maintains good relations with citizens, other departments, governmental agencies, civic groups, private entities, and media representatives. Provides the highest level of protection of life and property to firefighters and citizens through dynamic supervision and administration of personnel and resources. Assures compliance and administers laws and regulations. Assumes command or participates within the incident command system. Develops and maintains departmental procedures and guidelines within assigned areas. Exerts effort to provide for the protection of life and property, interprets the tactical departmental goals and objectives; demonstrates leadership skills and supervises and evaluates techniques to encourage performance and development. Actively pursues training opportunities to continually develop as a leader and manager, as well as professional credentials. Supervises and administers the operational divisions to include, but not limited to, suppression, prevention, and training. Maintains good relations with citizens, City of Amarillo departments, groups, agencies, private entities, and media representatives. Supervises and administers the department shop and associated employees. Supervises and administers the procurement, judicious use of, and maintenance of facilities and resources, as well as the budgetary process and expenditures. Supervises and administers the support and communications functions and employees. Supervises, reviews, and compiles reports and

statistical data. Supervises and administers the employee wellness programs.

PHYSICAL DETAILS OF JOB

Works in or near fire scenes and other emergency operations, day and night. High stress actions are probable during emergency operations. Must communicate well with the public, supervisors, and employees. Sits while working at desk or computer station. Requires walking, kneeling, climbing, crouching, standing, and driving.

SKILLS, KNOWLEDGE, ABILITIES

Must have a thorough and comprehensive knowledge of the use of modern firefighting equipment and methods and the ability to apply the techniques with available equipment to a maximum degree of efficiency. Must be skilled in direct and indirect supervision of subordinates to promote close harmonious teamwork in emergencies. Must be able to evaluate observations and make positive, responsible, and independent decisions. Must be able to review and evaluate activities and plan and execute training programs to meet the needs of an efficient firefighting force.

This job description is not intended to be all inclusive, and employees will also perform other reasonable duties as assigned by the immediate supervisor and other management as required.

Test Date Tuesday, March 12, 2013
Test Time 9:00 am
Test Location City Hall, 3rd Floor, Room 306
509 S.E. 7th St
Salary minimum \$7879/month
Posted Wednesday, January 9, 2013
Deadline to Register Tuesday, March 5, 2013
5:00 pm

AN EQUAL OPPORTUNITY EMPLOYER

Lori James
Secretary-Examiner
Civil Service Commission
City of Amarillo, Texas

## DEPUTY CHIEF PROMOTIONAL EXAM SOURCE LIST

March 12, 2013 - Test Date

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Fire Department Strategic Planning: Creating Future Excellence, 2nd Edition  
ISBN-10: **1593700032** ISBN-13: **978-1593700034**

Fire and Emergency Service Administration: Management And Leadership Practices  
ISBN-10: **0763731897** ISBN-13: **978-0763731892**

Achieving Excellence in the Fire Service  
ISBN-10: **0130422088** ISBN-13: **978-0130422088**

Emergency Management Handbook, 1st Ed.  
ISBN-10: **0879392827** ISBN-13: **978-0879392826**

Emergency Planning  
ISBN-10: **0471920770** ISBN-13: **978-0471920779**

### Sources for Books:

IFSTA	<a href="http://www.ifsta.org">www.ifsta.org</a>
Amazon	<a href="http://www.amazon.com">www.amazon.com</a>
<b>Jones and Bartlett</b>	<a href="http://www.jbpub.com">www.jbpub.com</a>
Prentice Hall	<a href="http://www.bradybooks.com">www.bradybooks.com</a>
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