

Organization

Book:	1 Organization
Chapter	III Emergency Services Organization
Subject	3 Position Description
Code	1-III-3
Revised	

3.01 Purpose

- a. To list and define the duties and responsibilities of the various functional positions within the Jersey Village Emergency Services.
- b. To provide a description of the relationship each position has to the chain of command.

3.02 Policy

A list of all Emergency Services positions and their duties and responsibilities shall be contained in the Operation Manual.

3.03 Fire Chief / Fire Marshal

Fire Chief/Fire Marshal

a. Position

The Fire Chief/Fire Marshal is directly responsible to the City Manager. The Fire Chief/Fire Marshal directly supervises those in command of the Emergency Services divisions: Administration, Suppression, Emergency Medical Service, and Fire Prevention.

b. Duties and Responsibilities

1. Overall administration of all Emergency Services operations and functions, including fire control, emergency medical services, fire prevention, fire investigation and public education.
2. Overall administration of the Emergency Services support activities, including departmental personnel functions, training, staffing, maintenance, supply, and budgeting.
3. Protection of lives and property of citizens due to fire, emergency medical and related incidents.
4. Coordinates with other department heads in the city.
5. Coordinates with other Fire Chiefs, within the State, County, and local area.
6. Shall serve as the Emergency Management Coordinator for the City of Jersey Village.

7. Services as a source of information pertaining to fire suppression and emergency medical to the City Council and City Manager.
8. The Fire Chief/Fire Marshal shall be notified and shall report to all fire incidents, when death or serious injury has occurred to an employee or member of the department or civilian population.
9. Administration of all fire code and life safety functions and activities through subordinate officers and staff.
10. Administration of all code enforcement and inspections as mandated by State and local laws.
11. To see that all records are properly kept and all necessary reports made.
12. Serves as a source of information pertaining to fire code and life safety to the City Council and other public bodies.
13. Coordinates with County Fire Marshal, and Fire Prevention personnel from other cities.
14. Administration of all Fire Investigations and coordinates investigations with law enforcement/ insurance investigators.

3.04 Administrative Secretary

3.05 Medical Director

3.06 Training Officer

3.07 Public Information Officer

3.08 Division Assistant Chief Suppression

3.09 Division Assistant Chief Emergency Medical Services

3.10 Captain Suppression

3.11 Captain Emergency Medical Services

3.12 Captain Rescue

3.13 Lieutenant Suppression

3.14 Lieutenant Emergency Medical Services

3.15 Maintenance Officer