

**City of Fort Worth, Texas
Job Description**

Classification Title	Deputy EMS Officer		
Job Code:	1534	Job Family:	Fire
Pay Grade	Z07	Date Reviewed:	02/18/2025
FLSA Status	Nonexempt	Date Revised:	05/02/2025

GENERAL SUMMARY

Plans, organizes and directs activities in a major division of the Fire EMS Department; directs and supervises division personnel and assume responsibility for efficient and effective administration of assigned programs; and performs work in accordance with established policies of the Fire Department and reviews for results obtained.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs assigns and manages personnel and physical resources under their supervision.
2. Manages and oversees Fire Department personnel staffing, facilities, equipment and apparatus within his/her area(s) of responsibility.
3. Prepares various Fire and department reports (exception, inspections, etc.).
4. Maintains and evaluates data in various computer programs and in personnel files for assigned personnel related to payroll, training and leave usage.
5. Exercises judicious authority and assertiveness regarding EMS incidents to secure and preserve life safety.
6. Understands and performs all of the Incident Command System functions at all emergency incidents when necessary.
7. Manages the administrative and operational functions of assigned section and integrates the department's goals into day- to- day operations of assigned personnel and equipment.
8. Reads, interprets, implements and enforces State, City and Fort Worth Fire Department policies, procedures, codes, rules and regulations.
9. Participates in the development of departmental policy.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations. Reads, interprets, implements and enforces

State, City and Fort Worth Fire Department policies, procedures, codes and regulations.

Other Job Functions:

1. May manage and/or supervise specific Divisions or Units of the Fire Department.
2. Required to operate a motor vehicle.
3. May perform various administrative duties including budget preparation and the establishment of goals and objectives for a specific Fire Department Division or Unit.
4. Performs other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of advanced emergency medical care.
 - Uses and maintenance of EMS equipment and vehicles.
 - Departmental rules and regulations.
 - Geography of the city.
 - Medical hazards and emergency medical resources.
 - System status management.
 - Supervisory practices and procedures.
 - Knowledge of Municipal Codes and State Statutes
 - Effective coaching and leadership strategies.
- **Skill in:**
 - Leading and communicating effectively in emergency medical situations.
 - Strong and effective verbal, written and interpersonal communication.
 - Ensuring confidentiality of medical and all other discretionary information.
 - Assessing EMS operations needs and resources.
- **Ability to:**
 - Work collaboratively with multiple stakeholders to achieve objectives
 - Provide constructive feedback and execute corrective action when necessary
 - Multi-task and make sound independent decisions in critical situations.
 - Effectively manage interpersonal conflict.

MINIMUM JOB REQUIREMENTS

High School graduate or GED, five (5) years' experience with the City of Fort Worth Fire Department, and must be at least EMS Supervisor level.

OTHER REQUIREMENTS

Valid Texas Drivers License Class "C" or equivalent and an acceptable driving record.

Must attend and successfully complete any required Departmental training

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside/outside working conditions exposed to all extremes of the environment; exposed to human excrement, blood, urine, mucous & tissue.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting objects in excess of 125 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. or more; able to maintain body equilibrium when climbing and walking.