

# The City of Hobbs, New Mexico is currently seeking a FIRE CHIEF



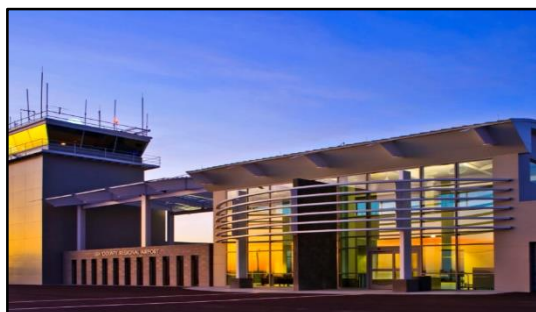
Rockwind Community Links, is a 27-hole golf facility owned and operated by the City of Hobbs



Enjoy a professional turf experience at the Veterans Memorial Softball and Baseball Complex.



The CORE is a state of the art facility that enhances the quality of life, provides economic development and improves the health of area residents. An intergenerational place for our residents and guests in our community which offers indoor, year-round opportunities for social interaction, learning, fun and fitness for all ages and abilities.



When you Fly Hobbs, you can fly "From Here to Anywhere," with flights to Houston, you can connect to more than 130 U.S. cities and more than 130 international cities.

*Hobbs, NM, with 24 square miles, has a small town feel, but still has many of the offerings of a large city. Whether you want to play a round of golf at Rockwind Community Links, see a play or musical at Hobbs Community Playhouse, or workout/spend some leisure time at our newly built CORE facility – there is always something to do in Hobbs. Hobbs offers a wide variety of restaurants to satisfy your culinary tastes; whether that is a small local Mexican restaurant, an Asian-American fusion restaurant, or even many of the popular national chain restaurants. The City of Hobbs proudly offers a diverse educational experience for students K-12 ranging from our private schools to our various public schools. The University of the Southwest and the New Mexico Junior College are two highly ranked colleges located in Hobbs. Hobbs offers numerous medical facilities to aid the community in their diverse medical needs; whether that is private physicians, specialty physicians, or our hospital – Covenant Hobbs Hospital. In addition, a new Covenant Medical Facility is coming in 2022. The City of Hobbs is home to Lea County Regional Airport which has flights connecting you to anywhere you want to fly. Hobbs is a diverse community of people from all over the world and while it is opportunity that brings people to Hobbs. . . the sense of community is why they stay here.*



## **Salary – (Full Range) - \$96,012 to \$167,689**

### **GENERAL DESCRIPTION**

The fundamental reason this classification exists is to direct and manage all firefighting, fire prevention, emergency medical services and other fire/rescue activities of the City. The Fire Chief is responsible, through study and consultation with City officials, for developing recommendations for the protection of life and property in the City. Administrative duties include planning, directing, and controlling departmental activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The Fire Chief consults with the City Manager on problems of policy and planning, and works in supervising technical operations.

### **ESSENTIAL DUTIES**

- Directs and oversees the activities of the Fire Department
- Plans, implements, and reviews departmental short and long-range goals
- Develops general policies for the administration of the department
- Prepares annual budgets and controls expenditures
- Establishes operational standards for the department
- Serves as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government
- Respond to major fire alarms and personally direct fire suppression activities as necessary
- Select, train, motivate, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies
- Respond to the most difficult complaints and requests for information
- Represent the City in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies
- Maintains regular attendance and punctuality
- Perform related duties as required

## **NON-ESSENTIAL DUTIES**

- Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks
- Serves as a member of various employee committees
- Serves as Acting City Manager, as designated
- Other duties as assigned

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## **QUALIFICATIONS**

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This position is subject to the City of Hobbs' Drug and Alcohol Testing Policy which includes one or more of the following: pre-employment testing, post accident testing, random testing, Reasonable suspicion testing, return-to-duty testing and follow-up testing.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited college or university with a bachelor's degree in Fire Science, Fire Prevention and Safety Technology, Emergency Medical Services, Fire Protection Administration, Public Administration or a related field required. Ten (10) years of progressively responsible experience in firefighting, fire prevention and emergency medical services, including five years at a supervisory level, supplemented by successful completion of supervisory courses in fire department administration and emergency medical services management required.

### **SKILLS, KNOWLEDGE AND ABILITIES:**

- Skills in planning, supervision, organization, scheduling, and administration
- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment
- Knowledge of principles and methods of public administration, particularly in the areas of fire protection and emergency medical services
- Knowledge of operation, maintenance, and uses of firefighting apparatus and equipment
- Knowledge of applicable laws, rules, regulations, ordinances, and codes pertaining to fire prevention, inspection, emergency medical services, and suppression
- Knowledge of principles and techniques of budget development and administration
- Knowledge of principles and practices of organization, administration, and personnel management



City Park Basketball Courts at night.



City of Hobbs Public Library



City of Hobbs - Lovington Highway Health Trail

- Ability to direct and coordinate a multidisciplinary staff in emergent and non-emergent activities
- Ability to perform a broad range of supervisory responsibilities over others
- Ability to maintain a discipline and respect of employees
- Ability to communicate orally with customers, clients, or the public in face to face one on one settings, in group settings, or using a telephone
- Ability to observe, monitor, or compare data to determine compliance with prescribed operating standards
- Ability to establish relationships and work cooperatively with City officials, employees, and the public
- Ability to work safely without presenting a direct threat to self or others
- Working knowledge of first aid and resuscitation techniques and their application; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations
- Ability to communicate effectively orally and in writing
- Ability to exercise sound judgment in evaluating situations and in making decisions;
- Ability to effectively give and receive verbal and written instructions
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and
- Ability to meet the special requirements listed below

### **SPECIAL REQUIREMENTS**

- Valid state issued driver's license – Class E within 30 days of hire
- Residency Requirement: resides within the five (5) mile planning radius of the city
- Maintain insurability and operate city vehicles in accordance with insurance policy
- Performs other marginal functions as assigned

### **TOOLS AND EQUIPMENT USED**

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

### **SUPERVISION RECEIVED**

Works under the broad policy guidance of the City Manager.

### **SUPERVISION EXERCISED**

Supervises Assistant Fire Chief, Fire Marshal, Division Directors and Department Secretary directly, and other department staff and officers through subordinate officers.

### **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.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

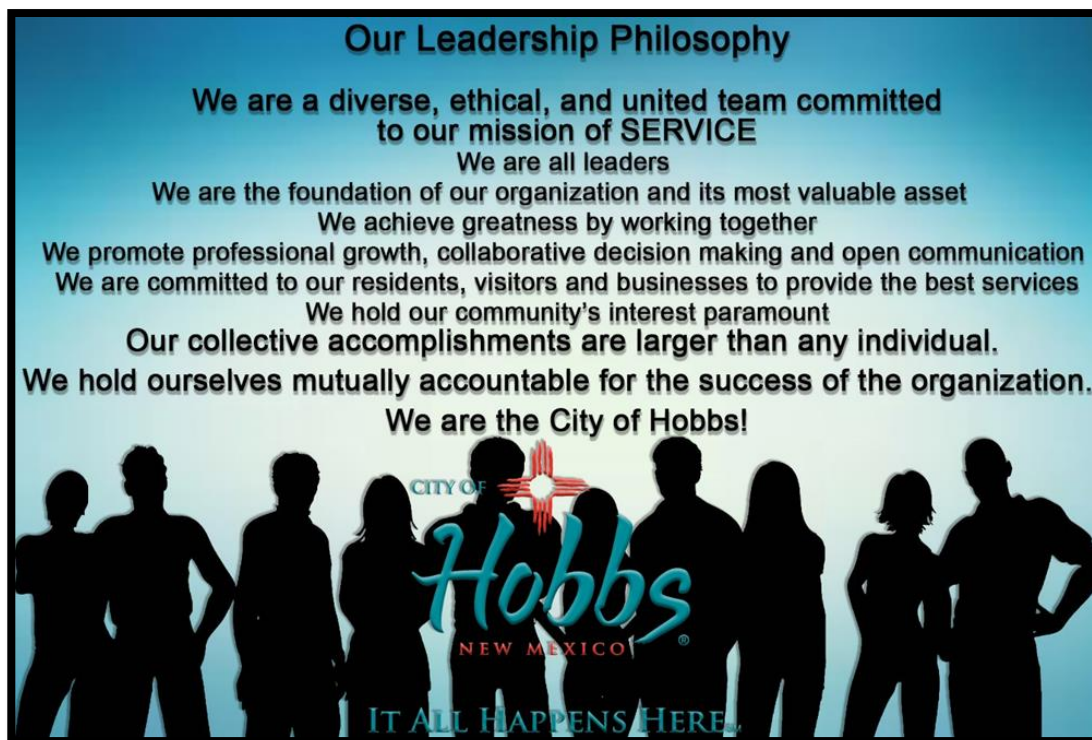
## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.



The City of Hobbs offers excellent benefits, a top tier pension plan, moving expense reimbursement up to \$3,500, a bilingual incentive, longevity incentive, relevant educational incentive and eleven paid holidays a year.

**Apply Today!**

To apply online, go to [www.governmentjobs.com/careers/hobbsnm](http://www.governmentjobs.com/careers/hobbsnm)  
The City of Hobbs is an Equal Opportunity Employer and a Drug-Free work place.