



FIRE CHIEF

DEPARTMENT: FIRE/RESCUE
GRADE 556

CHARACTERISTICS OF THE CLASS:

Under administrative direction of the City Manager, manages the operation and activities of the City Fire/Rescue Department. The incumbent is responsible for the administration and coordination of all Fire Department activities through the supervision and review of staff officers. Incumbent plans, organizes, directs and controls fire/rescue service functions within a broad policy guided by laws, codes, rules and regulations, records and related services and activities. Responsibility extends to appraisal of adequacy of facilities and equipment to perform service. Work is reviewed through conferences, reports, observations, and the success of programs and new procedures developed and implemented to achieve established goals.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plans, organizes, directs and coordinates the work of subordinate professional, technical and clerical personnel in conducting the fire and emergency medical service functions of municipal government.
2. Makes recommendations and decisions regarding operational policies, expenditures, plans and other administrative matters as they affect the department.
3. Responds to emergency incidents; assumes direct command of large-scale operations when necessary.
4. Acts as liaison with City Manager, City Commissioner, other City departments, outside agencies, the press, and the general public.
5. Develops and implements departmental policies, procedures, goals, and objectives; enforces state, county, and city codes.
6. Oversees Emergency Medical Services for quality assurance, medical control, and regulation compliance.
7. Conducts staff meetings; attends other job-related meetings.
8. Prepares and administers the Fire Departments' budget.
9. Directs the preparation of various recurring and special reports.
10. Provides appropriate training, assignment, and discipline of departmental personnel; plans, organizes, directs, and coordinates the work of subordinate professional, technical, and clerical personnel.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Bachelor's Degree from an accredited college or university in Public or Business Administration, Fire Science or related field; supplemented by fifteen (15) years of progressively responsible experience in fire service, including five (5) years at the administrative and supervisory level; or an equivalent combination of training and experience. Must be certified as a Firefighter by the State of Florida.

B. Knowledge, Abilities and Skills:

Knowledge of modern principles, methods and equipment for an efficient, effective Fire and Emergency Medical Service.

Knowledge of the development, management, and practices of Fire and EMS Administration.

Knowledge of the laws, statutes, ordinances, codes, standards, rules and regulations pertaining to fire prevention and investigation, and the operation of a Fire Department.

Knowledge of effective methods of planning, training, assigning and directing personnel and equipment for the most efficient use during small as well as large or complex and dangerous fires.

Knowledge of budgeting procedures.

Ability to design and implement programs of departmental operations and activities.

Ability to learn and interpret the rules and regulations of the Fire Department, geography of the City, location of streets, water mains, and fire hydrants.

Ability to prepare and present, effectively, oral and written information relating to the activities of the department.

Ability to plan, organize and direct the work of subordinates in a manner conducive to full performance and high morale.

Ability to function efficiently under stressful situations.

Ability to establish and maintain effective working relationships with public officials, civic and official groups and the general public as well.

C. Physical Requirements: 3

D. Environmental Requirements: 2

E. Sensory Requirements: 2, 3, 5, 6, 7, 8, 9