



# Job Description

## Fire Chief

Pay Grade: F15

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum ten (10) years progressively responsible experience in fire department operations.

**Minimum Education Requirements:** Bachelor's Degree in Fire Science, Fire Administration, Public Administration or related field.

**Department:** Fire.

**Direct Supervisor:** City Manager.

**Supervisory Responsibility:** Direct (6); Indirect (37)

**Primary Work Location:** Office setting and outdoors within City jurisdiction.

**Certification:** Valid State of Florida driver's license. Florida Firefighter II, EMT/Paramedic.

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**Job Summary:** The Fire Chief is the senior fire department official for the City. Responsible for administering all administrative, operational, and fiscal aspects of the Fire Department and ensuring the protection of lives and property within the City from uncontrolled fire and medical emergencies. The Fire Chief also serves as the City's Emergency Management Coordinator.

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## Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- The position represents the City and works closely with outside emergency response agencies and works directly with the City Manager and other Department Directors to implement and support citywide projects and initiatives.
- Prepare written reports for the City Manager as requested; advise the City Manager of needed policies, goals and objectives; develop and issue regular reports which summarize department operations.
- Respond to requests from the City Manager and City Council members regarding fire department and emergency management inquiries.
- Assume command and control of major emergency activities as directed by the City Manager.
- Serve as the City's Emergency Management Coordinator creating, implementing, and updating of the City's comprehensive Emergency Management plan; coordinate appropriate NIMS and ICS training for all city employees and holds drills and exercises to evaluate major emergency and disaster plans and capabilities; identify and coordinate the procurement of appropriate emergency supplies and equipment for use in times of disaster; responsible for the readiness and operations and coordinate with appropriate local county state and federal agencies and representatives in times of disaster for preparedness response and recovery activities.
- Participate as part of the management team during collective bargaining and ensure city and labor compliance with current Collective Bargaining Agreement.
- The Fire Chief directly supervises the positions of Deputy Chief, Battalion Chief, Fire Marshal, and Administrative Coordinator.
- Select, train, schedule, supervise, and evaluate subordinates.



## Job Description

### Fire Chief

Pay Grade: F15

- Assign tasks to subordinate supervisors; approve all departmental personnel actions.
- Counsel membership and respond to day-to-day issues concerning labor relations; participate in negotiations as a member of the City's bargaining team.
- Prepare and administer the Department budget.
- Prepare short- and long-range plans for the Department operation and develop innovative and alternative programs to improve workflow and the efficiency of departmental.
- Develop, review, and revise standard operating procedures.
- Develop training and education programs for department personnel.
- Help coordinate fire department activities and functions with other City departments and outside agencies.
- Assess project needs for equipment, materials and supplies. Assist in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.
- Coordinate requisitions for purchase of equipment supplies and materials.
- Coordinate testing, maintenance, and repairs of equipment and vehicles.
- Receive and respond to complaints.
- Attend, conduct, and address meetings at public gatherings to explain the activities and functions of the fire department and to establish favorable public relations.
- Perform other job duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Modern fire safety, fire suppression, heavy rescue, training, fire prevention, hazardous materials, public fire safety education, and emergency management.
- Comprehensive safety and risk management systems.
- Incident command system, recruitment, and selection.
- Labor laws, contract administration, and laws governing the fire service.
- Computer systems and ability to apply new technology effectively.
- City's functions, policies, and procedures.

#### Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Operations and maintenance of various types of apparatus and equipment used in firefighting activities.
- Budgetary development and administration.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

#### Abilities



## Job Description

### Fire Chief

Pay Grade: F15

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- Work with a high degree of independent judgment while working under pressure.
- Develop and maintain working relationships with a diverse group of associates including other professionals at the local, state, and national level and those providing services to the City.
- Interact successfully in a team-oriented organization.
- Train, schedule, supervise, and evaluate personnel.
- Prepare oral and written reports.
- Occasionally assumes risks inherent in fire service.
- Work calmly in some stressful situations.
- Work may occur at heights.

### Physical Demands

The work is heavy work which requires exerting up 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.



## Job Description

### Fire Chief

Pay Grade: F15

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- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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## Job Description

### Fire Chief

Pay Grade: F15

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:  
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\_\_\_\_\_

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date