City of Fort Walton Beach, FL

JOB DESCRIPTION Treasure of the Emerald Coast

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Fire Chief

Department: Fire
Pay Grade: 121
FLSA Status: Exempt

JOB SUMMARY
The Fire Chief is the senior fire department official and Deputy Emergency Manager 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. Creates and administers strategic and operational plans; ensuring fire code compliance; establishing departmental rules, policies, and guidelines; approving all department personnel actions; coordinating with local, state, and federal mutual aid agencies and officials; takes command of major emergencies and disasters. Work is performed under the administrative direction of the City Manager.

ESSENTIAL JOB FUNCTIONS
- Plans, organizes, and coordinates programs, projects and activities. Assigns tasks to subordinate supervisors.
- Reviews and evaluates emergency operations to determine effectiveness and efficiency of services. Coordinates activities during an emergency under the direction of the City Manager.
- Selects, trains, schedules, supervises and evaluates subordinates.
- Evaluates performance of subordinates and counsels where appropriate.
- Develops, reviews, and revises standard operating procedures.
- Prepares written reports for the City Manager as requested; advises the City Manager of needed policies, goals and objectives; develops and issues regular reports which summarize department operations.
- Develops training and education programs for department personnel.
- Approves all departmental personnel actions.
- Counsels membership and responds to day-to-day issues concerning labor relations; participates in negotiations as a member of the City's bargaining team.
• Helps coordinate fire department activities and functions with other City departments and outside agencies.
• Prepares and administers the Department budget.
• Assumes command and control of major emergency activities as directed by the City Manager.
• Projects needs for equipment, materials and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.
• Coordinates requisitions for purchase of equipment supplies and materials.
• Coordinates testing, maintenance, and repairs of equipment and vehicles.
• Prepares short and long range plans for the Department operation and develops innovative and alternative programs to improve workflow and the efficiency of departmental.
• Operates as Deputy Emergency Manager for the City in times of disaster and prepares and updates citywide emergency management plans and operations.
• Responds to requests from the City Manager and City Council members regarding fire department and emergency management inquiries.
• Participates as part of the management team during collective bargaining and ensures city and labor compliance with current Collective Bargaining Agreement.
• Receives and responds to complaints.
• Attends, conducts and addresses meetings at public gatherings to explain the activities and functions of the fire department and to establish favorable public relations.
• Performs other duties as assigned.

**QUALIFICATIONS**

**Education and Experience:**
Bachelor's Degree in Fire Science, Fire Administration, Public Administration or related field; supplemented by Fire Academy training. Minimum nine (9) years progressively responsible experience in fire department operations.

**Special Qualifications:**
• N/A

**Knowledge, Skills and Abilities:**
• Knowledge of modern fire safety, fire suppression, heavy rescue, training, fire prevention, hazardous materials, public fire safety education, and emergency management.
• Knowledge of comprehensive safety and risk management systems.
• Knowledge of incident command system, recruitment, and selection.
• Knowledge of labor laws, contract administration, and laws governing the fire service.
• Knowledge of computer systems and ability to apply new technology effectively.
• Ability to interact successfully in a team oriented organization.
• Ability to train, schedule, supervise, and evaluate personnel.
• Ability to prepare oral and written reports.
• Strong organizational analysis skills in problem solving.
• Strong analytical, interpersonal and communications skills.
- Skill in budgetary development and administration.

**PHYSICAL DEMANDS**
The work is light work which requires exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects. Additionally, 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.
- 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.

WORK ENVIRONMENT

• Works inside in an office environment.
• Occasionally assumes risks inherent in fire service.
• Some stressful situations.
• Work may occur at heights.