



CLASSIFICATION DESCRIPTION

TITLE: FIRE CHIEF

JOB CODE: 22 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under executive direction of the City Manager, the purpose of the position is to perform highly responsible administrative and supervisory work involving the overall management of Fire Department operations, e.g., fire suppression, emergency medical service, codes and fire prevention, training, budget. Employees in this classification perform in an executive capacity to ensure City welfare and growth is accounted for when developing and implementing departmental goals and objectives. Position functions to maximize effective operations that prevent and minimize injury and/or loss of life and property in emergency and fire responses situations. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs, plans and implements all Fire Department goals and objectives; coordinates and integrates all activities toward achievement of established goals and objectives; develops and implements departmental policies and procedures.
- Directs a staff of professional, technical, and support employees engaged in all phases of the operations and administration of short and long term fire prevention, fire inspection, and fire activities/programs for the City; identifies, develops and implements short and long term goals and programs consistent with the City's goals and objectives.
- Develops and administers departmental budget consistent with the City's goals and objectives, assuring compliance with financial management policies and procedures; monitors and evaluates systems for internal budget controls.
- Researches Fire Department and emergency medical service budgetary requirements; drafts grant proposals; administers grant funding.
- Directs the maintenance and repair programs for Fire Department facilities in conjunction with established facility management programs; ensures proper maintenance and operation of all fire equipment and fleet response vehicles; directs the maintenance of Fire Department records in accordance with modern fire practices.
- Provides professional direction and advising to departmental professional and technical staff.

- Directs response to highly involved fire alarms and emergency medical calls; directs fire suppression, emergency medical activities and hazardous materials control.
- Attends and represents department at various executive meetings for the dissemination of information; prepares departmental management meetings for dissemination of information; attends professional seminars, training conferences and meetings; represents the City's Fire Department at various events, meetings or conferences.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Fire Safety or related field; supplemented by ten (10) or more years progressively responsible work experience, to include eight (8) years within a supervisory/management position; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess Florida State Firefighters II Standards Certificate, Florida Emergency Medical Service Emergency Medical Technician, and Fire Officer I; CPR Certification.

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively administer a staff comprised of management and professionals and entry level management engaged in carrying out fire suppression, EMS, hazardous materials control functions.
- Extensive knowledge of fire behavior, fire ground operations, firefighting, forcible entry tactics, pumping apparatus, hydraulics, hydrant locations, water systems and drafting sources.
- Extensive knowledge of classification, communication and authorization protocols regarding administering treatment to patients based on the nature and extent of the illness/injury.
- Extensive knowledge of the proper application/administration of all fire suppression equipment/apparatus and medical equipment, appliances, controlled substances and supplies.
- Extensive knowledge of effective training principles and techniques for delivery of Firefighter in-house training in both field and classroom settings.
- Extensive knowledge of inspection, testing, and inventory management requirements for all equipment, apparatus, tools, appliances, and supplies/materials of the assigned station.
- Extensive knowledge of building construction methods and materials, and the application of such to the principles and techniques applied to pre-fire planning activities.
- Extensive knowledge of the incident command system, mass casualty incident protocols, and the field operations guidelines applicable to the nature, extent, and type of incident.

- Extensive knowledge of principles and practices associated with fire prevention, and the techniques and strategies applicable to fire prevention education.
- Skill in proper and safe application and use of all fire suppression equipment/apparatus and medical equipment, appliances, controlled substances and supplies.
- Skill in both written and oral communications for delivery of training curricula, writing reports and maintaining associated records and documentation.
- Skill in the inspection, inventory, and operational testing of all equipment, apparatus, tools, appliances, and supplies/materials of the assigned unit.
- Ability to demonstrate leadership to the assigned unit in the areas of motivation, positive influence and personal challenge.
- Ability to plan, coordinate and deliver instructional and field training in firefighting and evaluate effectiveness of training programs.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; talk or hear; and lift and/or move up to 25 pounds.
- In responding to critical incidents, the incumbent may lift, move or carry objects over 200 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- In responding to critical incidents, the incumbent may be exposed to fire, fumes or airborne particles, toxic or caustic substances, excessive noise, temperature extremes, and dampness/humidity. The incumbent may be exposed to possible bodily injury from falling from high, exposed places; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.