

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: FIRE CHIEF (Job Code 420).

GENERAL STATEMENT OF JOB

Under executive direction of the City Manager, manages the operation and activities of the City's Fire/Rescue Department. The incumbent is responsible for the administration and coordination of all Fire/Rescue 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 appraising adequacy of facilities and equipment for performing services. Work is reviewed through conferences, reports observations, and the success of programs and new procedures developed and implemented to achieve established goals. Also performs duties of the City's Emergency Management Director.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

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.

Makes recommendations and decisions regarding operational policies, expenditures, plans and other administrative matters as they affect the department, and prepares and administers the departmental budget.

Responds to emergency incidents and assumes direct command of large scale operations.

Acts as Emergency Response Director for the City at the discretion of the City Manager.

Acts as liaison and primary information resource for City Manager, City Commissioner, other City departments, outside agencies, the press, and the general public.

Develops and implements departmental policies, procedures, goals, and objectives and enforces state, County, and City codes.

Oversees Emergency Medical Services for quality assurance, medical control, and regulation compliance.

Conducts staff meetings, and attends various community and municipal meetings as representative of the Fire Department.

Performs research, policy development and planning for the operations of the Fire/Rescue Department.

Performs contract administration for services provided to outside agencies.

Interprets City, state and federal laws, statutes, regulations and ordinances related to fire/rescue service and emergency management, and provides recommendations to the City Manager. Completes and/or reviews reports to regulatory agencies and responds to regulatory requests.

Ensures that legally required recordkeeping and monitoring is accomplished and trains staff where necessary to accomplish those tasks.

Develops and maintains positive public relations with an emphasis on customer service.

Reviews and approves payroll.

Prepares and administers the Fire Departments' budget, maintaining constant monitor of expenditures for adherence to established goals and objectives.

Administers the Union contract and civil service rules and regulations.

Provides appropriate training, assignment, and discipline of departmental personnel.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree with major course work in management, public administration, leadership, fire science, or closely related field. Master's degree preferred. Must possess a minimum of fifteen (15) years of progressively responsible experience in fire service, including five (5) years at the administrative and supervisory level. Must possess a valid State of Florida class "E" driver's license. Certified paramedic is preferred. Must be a certified Firefighter. Executive Fire Officer (EFO) and Chief Fire Office (CFO) preferred, as well as, FEMA Incident Command experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to heavy weight (5-100+ pounds). Physical agility and fitness for performing duties that require potential exertion, i.e., moving victim, climbing ladders.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

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 Emergency Medical Procedures and CPR.

Knowledge of effective supervisory principles and techniques.

Knowledge of report and record maintenance principles and practices.

Knowledge of the department computer system and associated applications.

Skilled in the care and safe operation of a variety of fire emergency service equipment.

Skilled in the operation of motorized vehicles under adverse conditions.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively with city officials, subordinates, and the general public.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date