

# CITY OF BROOKSVILLE

<b>POSITION TITLE:</b>	<b>FIRE CHIEF</b>
<b>DEPARTMENT:</b>	<b>FIRE DEPARTMENT</b>
<b>DIVISION:</b>	<b>FIRE</b>
<b>SUPERVISED BY:</b>	<b>CITY MANAGER</b>

## JOB DESCRIPTION

**POSITION SUMMARY:** Responsible for departmental management of all fire administration, operations and activities including fire prevention, suppression, technical services, emergency and rescue services, investigations, and hazard mitigation. Exercises internal control over all department activities, uses administrative discretion in accomplishing assignments, and is responsible for departmental budget. May be called out in emergencies, scheduled to work nights, weekends and/or holidays. When directed, assumes duties as directed by the City Manager.

### ESSENTIAL JOB FUNCTIONS:

- Plan, organize, direct and coordinate the work of subordinate professional, technical, and clerical personnel in conducting the fire and emergency rescue service functions of a municipal fire department.
- Respond to emergency incidents and assume direct command of large scale operations.
- Oversee emergency medical and rescue services for quality assurance, medical control, and regulation compliance.
- Develop and implement departmental policies, procedures, goals, and objectives and enforce state, county, and city codes to ensure compliance. Make recommendations and decisions regarding operational policies, expenditures, and other administrative matters as they affect the department.
- Monitor department revenues and expenditures to assure sound fiscal control; prepare departmental budget, assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Manage and supervise assigned operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; provide appropriate training, assignment, and discipline of departmental personnel; review progress and direct change as needed.
- Act as Fire Department liaison with City Manager, other City departments, outside agencies, press, and the general public.
- Serve as a member of the City Manager's Executive Management Team for collective bargaining to administer the Union contract; assist the City Manager with negotiating the

conditions of employment, providing analysis and recommendations for the firefighters bargaining unit agreement.

- Serve as City Fire Inspector and plans examiner/reviewer for fire code compliance and building regulations.
- Serve as City's Emergency Management Coordinator and liaison to County Emergency Management Office/State emergency functions.

## **JOB STANDARDS:**

### Education and Experience:

Any combination equivalent to the education and experience likely to provide knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education: Possess a Bachelor's Degree or Associate's Degree from an accredited college or university with major course work in management, public administration, and/or fire science; and must be a certified State Firefighter and Paramedic.

Experience: Ten (10) years experience in Fire Rescue with a minimum of five(5) years at the administrative and supervisory level.

### Licenses & Certifications:

Valid Florida Drivers' License; Florida State Certified Minimum Standards Certification (Firefighter II); Florida State Certified Emergency Medical Technician; Florida State Certified Instructor; Florida State Certified Fire Safety Inspector; Florida State Certified Fire Officer II Certificate of Competency and National Incident Management System (NIMS) compliance (ICS-100,200,300,700,800).

## **CRITICAL SKILLS, ABILITIES & EXPERTISE:**

Physical Requirements: Sitting, standing, use of fingers, arms, hands and legs, walking, driving and heavy lifting and carrying (in excess of 50 lbs), handling, grasping and talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, heavy lifting and carrying (greater than 100 lbs.), pushing, pulling, kneeling, balancing, turning, feeling, a are frequent.

Equipment: Telephone/radio, computer, vehicle and vehicle specialized equipment, firefighters protective clothing, fire hose nozzles and equipment, self-contained breathing apparatus.

Skills & Expertise: Knowledge of modern principles, methods and equipment for an efficient, effective Fire and Emergency Rescue Services. Knowledge of the laws, statutes, ordinances, codes, standards, rules and regulations pertaining to fire prevention, suppression and investigation. Ability to use and operate of a wide variety of fire, and auxiliary apparatus. Knowledge and awareness of tools, techniques and innovations that may enhance the ability to deliver services. Knowledge of current safety procedures, training standards and the ability to share this knowledge with others. Knowledge of the Incident Command System and the ability to implement this system for management of incident data. Ability to learn, interpret, and implement the rules and regulations of the Fire Department, the geography of the City

