

**Title:** Fire Chief  
**PG:** PB3  
**Status:** Non-Civil Service  
**Position Reports to:** City Manager  
**Department:** Fire/Administration

**Class Code:** 1034  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is highly responsible administrative and technical work in planning and directing all activities of the City Fire Department. Work involves the responsibility for preparation of the departmental budget. An individual in this position directs departmental operations pertaining to equipment, apparatus and personnel through the supervision of subordinate officers. Work also involves the establishment of departmental policies, procedures and regulations unique to fire fighting, fire prevention, operating standards and emergency medical services. Work is performed under the direction of the City Manager who reviews work primarily with interest in insuring fire safety, fire prevention and emergency medical services for the City.

**ESSENTIAL FUNCTIONS:**

1. Approves training plans and programs to maintain NFPA safety standards and departmental fire fighting efficiency.
2. Oversees the enforcement of fire prevention laws and ordinances; including safety regulations for public assemblies, the handling and storage of combustible materials and the use of inflammable liquids and explosives.
3. Exercises purchasing and budgetary control; reviews and gives departmental approval for new equipment and apparatus.
4. Directs the preparation and analysis of fire records and reports to secure efficient operation, meet service demands and to comply with authorized requests for information regarding department activities.
5. Addresses civic clubs and other groups regarding the activities and programs of the fire department to explain and promote good public understanding of its work and to promote good fire prevention.
6. Directs departmental promotions and staffing requirements.
7. Oversees annual goal setting sessions through departmental retreats and quarterly communication meetings.
8. Oversees the Fire Department's involvement in the Emergency Disaster Preparedness Team and assists City management on task force committees for improvement of City functions, as required.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of the principles and practices of modern fire department administration.
2. Extensive knowledge of the principles, practices, procedures, equipment and apparatus used in modern emergency medical services, fire fighting and protection of life and property from fire.
3. Extensive knowledge of the rules and regulations of the fire department, geography of the City and the location of streets.
4. Thorough knowledge of modern developments in fire suppression and prevention techniques and of the principles of municipal fire department administration.
5. Ability to plan, install and carry out programs of departmental operations and activities, including employee training and development and fire prevention and investigation activities.
6. Ability to express ideas clearly and concisely, orally and in writing to groups and individuals.
7. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.

**Title:** Fire Chief  
**PG:** PB3  
**Status:** Non-Civil Service  
**Position Reports to:** City Manager  
**Department:** Fire/Administration

**Class Code:** 1034  
**Date:** 09/08

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job can risk exposure to significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with major course work in fire science and administration or public administration.
2. Six (6) years of experience in all phases of emergency medical services, fire fighting and fire prevention work, to include four (4) years at the command level.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of Certified Public Manager (CPM) or completion within three (3) years.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must obtain a Certificate of Compliance as a State of Florida firefighter within eighteen (18) months of employment.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.