

City of Fernandina Beach
Job Description

DM
City Manager

9/20/18
Date

Title: Fire Chief
Department: Fire/Rescue
FLSA Status: Exempt
Reports to: City Manager
Pay Grade: 144

Minimum Qualifications

A. Education and Experience:

Bachelor's degree from an accredited college or university in Fire Science, Public Administration, Business Administration, or a closely related field required. Master's degree preferred. Ten (10) years at the level of Chief in a Municipal Fire Department. A comparable amount of training, education, or experience can be substituted for the minimum qualifications.

B. Certifications:

Florida Certification as a Firefighter, EMT or Paramedic, and Fire Officer IV or Executive Fire Officer; Valid Florida driver's license required.

C. Knowledge, Abilities, and Skills:

Demonstrates knowledge and ability to perform the objectives and other related duties as specified in NFPA 1021, Standard for Fire Officer Professional Qualifications, current edition. Thorough knowledge of modern fire-rescue principles, procedures, techniques, and equipment required; thorough knowledge of applicable laws, ordinances, and departmental standard operating procedures required. Must have high level of interpersonal skills; good judgment, tact and diplomacy. Ability to interact and communicate effectively with individuals at all levels of the organization, other government agencies, and the public.

General Description

Perform a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

Essential Functions

1. Plans, coordinates, supervises, and evaluates Fire and EMS operations with respect to equipment, apparatus, and personnel.
2. Develops/implements policies and procedures for the Fire Department mandated by law, to ensure efficient operations of the department, and to implement directives from the City Manager.
3. Plans and implements fire-rescue programs for the City in order to better carry out the policies and goals of the City commission and City management; review department performance and effectiveness; formulate programs or policies to alleviate deficiencies.

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4. Ensures that personnel are assigned to shifts or work units which provide for optimum effectiveness.
5. Hires, trains, develops, and appraises staff effectively. Takes corrective action as necessary on a timely basis and in accordance with City policy. Consults with Human Resources as appropriate.
6. Actively promotes diversity in the workforce.
7. Handles grievances, maintains departmental discipline, and ensures the proper conduct and general behavior of assigned personnel.
8. Handles complaints promptly; establishes and maintains favorable public relations.
9. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the department's activities.
10. Attends or designates personnel to attend conferences and meetings to keep abreast of current trends in the field; represent the Fire department in a variety of local, county, state, and other meetings.
11. Cooperates/coördinates with county, state, and federal fire-rescue agencies as appropriate.
12. Responds to alarms and may direct activities at the scene of major emergencies as required.
13. Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
14. Supervises the operation of departmental in-service training activities.
15. Supervises and coordinates the preparation and presentation of an annual budget for the department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
16. Protects assets by monitoring and enforcing inventory controls; controls expenses effectively.
17. Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of the Fire department operations.
18. Performs routine administrative functions. Prepares and maintains department budget.
19. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation and consulting with advisors. Advises City Manager of actions and potential risks.
20. Prepares and submits periodic reports to the City Manager regarding the department's activities; prepares a variety of other reports as appropriate.
21. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
22. Coordinates activities with other City departments; attends and participates in administrative meetings as required.
23. Ensures compliance with OSHA Safety and Health rules.
24. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight and hearing (with/without correction); driving; ability to communicate both orally and in writing. May be required to exercise field control in special circumstances. Must meet physical requirements as indicated for State Certification. Must endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations. Heavy (100 pounds and over) lifting and carrying; reaching, pulling, pushing, balancing, throwing, climbing (including ladders), walking, standing, sitting, crawling, kneeling, bending, stooping, jumping, running, smelling. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Primarily works inside in an office environment; at times may work in outside weather conditions. Hazardous conditions: flames, fire, chemicals, smoke, heat, gases, moving vehicles, falling structures and debris, electricity, poor ventilation, poor lighting and related hazardous situations. Stressful situations.

Key Competencies: Integrity, Business acumen, Professional knowledge, Analysis, Interpersonal skills, Communication (oral and written).