

Job Description
City of Fernandina Beach


City Manager 1.24.14
Date

Title: Deputy Chief
Department: Fire
FLSA Status: Exempt
Reports To: Fire Chief
Pay Grade 141

Minimum Qualifications

A. Education and Experience:

Equivalence of a Bachelor's degree with formal course work in fire science, fire service technology, emergency medical services, public administration, or a related field, or be a National Fire Academy, Executive Fire Officer Program graduate. Five (5) years of experience in all phases of EMS supervisor/management operations which provides the required knowledge, abilities and skills. Demonstrates knowledge and ability to perform the objectives as specified in the current edition of NFPA-1021, Fire Officer's Professional Qualifications. A comparable amount of training, education or experience can be substituted for the minimum qualifications.

B. Certifications:

Florida certification as a Firefighter. Florida certified Paramedic and current ACLS certification. Valid driver's license required.

C. Knowledge, Abilities, and Skills:

Knowledge of emergency medical services principles and techniques, laws, regulations, and ordinances. Ability to maintain EMT-P certification. Skill in evaluating and implementing new techniques in emergency medicine on a departmental level. Knowledge of modern firefighting methods and ability to apply this knowledge to varied control and prevention of problems. Knowledge of the use and operation of a wide variety of fire apparatus and equipment. Knowledge of geography of the City and the location of streets, fire hydrants, and major fire hazards. Knowledge of laws, rules and regulations relating to fire control and prevention. Knowledge of all phases of Fire Department activities. Ability to instruct personnel in proper methods and techniques in the prevention and suppression of fires and other emergencies. Ability to plan, initiate and carry out long-term programs in Fire Department Administration. Ability to perform prolonged work under adverse conditions. Ability to establish and maintain effective working relationships with other employees and members of the public. Ability to express oneself clearly and concisely, orally and in writing.

General Description

This is responsible supervisor work in directing the activities of the department in Emergency Medical Services and Training and in Ocean Rescue. Work involves complete responsibility for all EMS activities. It also consist of assisting the Fire Chief in administrative and technical work involved in organizing, training, and directing the Ocean Rescue, and other programs of the Fire Department. Must be able to exercise own initiative and to make independent decisions. Work is done in conformity with Fire Department rules and regulations under the supervision of the Fire Chief. General supervision over all division subordinate personnel.

Essential Functions

1. May assume complete charge and acts as first in command of firefighting/rescue operations in the absence of the Fire Chief. Directs department personnel in all Fire and EMS activities. May assist the Fire Chief in the management of the department, responds to fire/rescue alarms. Responds to calls and directs Fire and EMS operations.
2. Conducts drills and instruction periods with Fire personnel to help gain familiarity with the location of streets, hydrants, etc. Inspects fire stations and equipment, makes recommendations, and issues orders with respect to compliance with established standards of appearance and condition.
3. May conduct EMS programs for various clubs, businesses and other organizations. Develops Fire Department policies and procedures relating to Fire and EMS.
4. Performs assigned administrative or technical duties in the training, recording and reporting functions of the Fire Department. Prepares reports concerning personnel and activities. Plans and may assist in the supervision of the work of subordinate personnel. Enforces departmental safety rules and work habits involving EMS activities.
5. Directs firefighters in all activities of the Fire Department in connection with firefighting in protecting life and property and may personally participate in all phases of work.
6. Directs the Ocean Rescue activities and functions of the Fire Department.

Essential Functions

Acceptable eyesight and hearing (with or without corrections). 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. Driving heavy vehicles and equipment. Heavy (45 pounds and over) lifting and carrying. Reaching, pulling, pushing, balancing, throwing, climbing (including ladders), walking, standing, crawling, kneeling,

bending, stooping, jumping, running, and smelling. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside and outside in various weather conditions. Hazardous conditions including flames, fire, chemical, smoke, heat, gases, moving vehicles, falling structures and debris, electricity, poor ventilation, poor lighting, related hazardous situations, and health hazards. Stressful situations.

Key Competencies: Integrity, business acumen, professional knowledge, analysis, interpersonal skills, communication (oral and written).