

CITY OF LIGHTHOUSE POINT
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: Fire Chief

PURPOSE OF CLASSIFICATION

The purpose of this position is to administer the planning, organization, and direction of fire operations, training, emergency medical services, fire prevention and fire administration functions for the City. Performs complex, managerial and strategic work in the areas of recruitment, personnel, fire prevention/suppression, and emergency medical services activities, program development, and interdepartmental coordination. Sets goals and objectives for the department. Evaluates the effectiveness of individuals and programs under supervision. Prepares and presents the budget. Reviews building plans and site plans for fire code compliance. Serves as a member of the Development Review Committee.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Serves as incident commander on fire, mass casualty, hazardous materials, and other emergency incidents.

Evaluates and improves agency's selection procedures, hiring practices, recruitment program, classification and pay practices, and training/organizational development initiatives; performs employee evaluations of subordinates.

Provides administrative direction to supervisory personnel; evaluates performance and adherence to established policies, procedures, goals, and objectives.

Plans, researches, and administers department budget; prepares and submits department budget to Mayor/City Administrator.

Plans and administers fire prevention/suppression and emergency medical services activities and programs; prepares project reports and recommendation reports for discussion and review.

Coordinates, plans, and administers community fire safety activities and programs with citizens.

Coordinates and delineates with the Mayor/City Administrator the goals of the City Commission; sets goals and objectives for both the department as well as individual programs.

Conducts research as well as procedural and administrative studies in evaluating and enhancing the effectiveness of programs under supervision; formulates recommendations for improvements or modifications as needed.

Coordinates with various other department directors to fulfill goals; facilitates interdepartmental coordination between the fire department, other departments, and the Mayor/City Administrator in a planning or subordinate capacity to achieve the City's goals.

Serves as the City Fire Code Official, review building plans and site plans for fire code compliance.

Serves as a member of the Development Review Committee.

Coordinates with various fire and emergency management agencies to assure cooperation.

Serves on community committees and fire and emergency medical services related associations; attends and makes presentations before the City Commission; represents the City at speaking engagements before civil and business groups.

Determines policies for fire employee standards of conduct.

Responds to citizen and employee questions, complaints, and comments; functions as a professional, technical, and strategic advisor to department heads, agency employees, and the public.

Answers the telephone; provides information and assistance to the public; redirects calls or takes messages; returns calls as necessary.

Reviews maintenance reports, attendance records, fire incident reports, emergency medical reports, press releases, and other documents; approves, retains, or forwards as appropriate.

Prepares letters, statistical reports, performance appraisals, agendas, budget documents, and other documents for discussion and review.

Operates a variety of potentially hazardous tools and equipment associated with fire prevention/suppression and emergency medical activities.

Maintains fire facilities, apparatus, and equipment.

ADDITIONAL FUNCTIONS

Types and prepares letters and other documents.

Delivers departmental vehicles for routine maintenance and services.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in fire science, public administration, or closely related field; supplemented by minimum of 5 to 7 years supervisory/managerial experience in the area of fire prevention/suppression and emergency medical services, or any equivalent combination of related education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential job functions.

SPECIAL REQUIREMENTS

Must possess and maintain a valid Firefighter Certification of Compliance, Paramedic License, and Fire Inspector Certification from the State of Florida. Graduate of, or currently enrolled in, the National Fire Academy Executive Fire Officer Program, preferred.

PERFORMANCE APTITUDES

Data Utilization

Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction

Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization

Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and rapid adjustments.

Verbal Aptitude

Requires the ability to utilize a wide variety of reference, descriptive, advisory, and/or design data and information.

Mathematical Aptitude

Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning

Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning

Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control, and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability

Tasks involve the ability to exert physical effort in sedentary to moderate work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (20-175 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements

Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors

Tasks are at times performed with exposure to environmental conditions, such as fires, heat, hazardous materials, bodily fluids, or potentially hazardous situations.