

JOB ANNOUNCEMENT
City of Treasure Island, Florida

TITLE OF POSITION: Deputy Fire Chief
VACANCY DATE: May 3, 2018
SALARY: \$71,761 - \$107,641
CLOSING DATE: 5/18/2018

CITY OF TREASURE ISLAND
JOB DESCRIPTION

JOB TITLE: DEPUTY FIRE CHIEF GRADE: E
DEPARTMENT: FIRE SALARY: \$71,761 - \$107,641

GENERAL DESCRIPTION:

Serves as second in command in the Fire Department, responsible for managing work that is public safety oriented in the protection of life and property. Work is accomplished through the application of learned technical knowledge, skills, and abilities in the fields of fire science, hazardous materials management, building construction and emergency medicine. Employees in this classification are responsible for administratively managing and coordinating all operational needs, staffing needs, and resource management. Position reports to the Public Safety Director.

ESSENTIAL JOB FUNCTIONS:

1. Directs emergency operations, ensuring the best possible control in emergency situations in order to protect the lives and property of those in need of service. Participates in the incident command system at major incidents.
2. Directs and supervises duties of subordinate staff; supervisory duties include instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending employee transfers, promotions, discipline and discharge.
3. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
4. Supervises and participates in employee training as mandated by Florida Statutes, administrative code and OSHA. Coordinates Fire and EMS recertification programs.
5. Develops and enforces standard operating procedures to ensure department efficiency, productivity and compliance with all applicable policies, codes, statutes, laws and regulations, and standards of quality and safety.

6. Prepares for and responds to multi-casualty incidents, hazardous materials responses and disasters, ensuring prompt response with appropriate equipment and manpower.
7. Serves as alternate Emergency Manager for the City. Assists the Emergency Manager in all facets of Emergency Operations including training, preparations, response and recovery for major incidents.
8. Coordinates department activities with those of other City departments and agencies as required.
9. Receives and responds to inquiries and complaints from the public.
10. Keeps abreast of new technology, methods and regulations for fire prevention and suppression operations; attends meetings, conferences and continuing education classes as requires and/or appropriate.
11. Remains on call 24 hours a day for emergencies.
12. Operates a vehicle and utilizes all fire suppression equipment, hand and power tools, self-contained breathing apparatus, rescue equipment and protective gear, and various office machines including calculator, computer, two-way radio, fax machine, copier, etc.
13. Performs general office work, including but not limited to attending and conducting meetings, reviewing mail and literature, preparing reports and correspondence, entering computer data, copying and filing documents, answering the telephone, etc.
14. Ensures all response activities are in compliance with all State Rules and service Medical Director's standards for EMT and Paramedic medical care.
15. Communicates with dispatch, emergency room physicians and staff, police, fire officers and related personnel for the accurate and efficient dissemination of information.
16. Manages salvage operations after emergency situation is controlled and/or suppressed.
17. Prepares and submits various State and national incident records and reports.
18. Communicates with other departments and public agencies for the dissemination of information; leads and participates in public education and community outreach programs.
19. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the operation and maintenance of the various types of apparatus and equipment used in firefighting activities and emergency medical services.
- Ability to effectively supervise a staff comprised of professionals and entry level management engaged in carrying out fire suppression, EMS, hazardous materials control functions.
- Ability to supervise and enforce safe First Aid/medical rescue methods, procedures set forth by the Medical Director, rescue methods, procedures and practices.
- Thorough knowledge of current principles and practices of fire rescue and EMT/Paramedic work, governing laws, ordinances, policies and procedures.
- Thorough knowledge of pre-established City, County and State policies and procedures applicable to the work.
- Skill in safe First Aid methods, procedures and practices.
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Ability to understand and follow written and oral instructions.
- Ability to clearly communicate information both verbally and in writing.
- Ability to read, update and maintain various records and files.
- Ability to operate basic office equipment.
- Ability to access, operate and maintain various software applications.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Considerable knowledge of departmental rules and regulations.
- Ability to apply sound supervisory principles and practices in the training of Firefighters.
- Ability to analyze situations quickly and accurately and to determine the proper course of action to be taken.
- Ability to lead personnel effectively.
- Ability to maintain discipline and to cooperate with other officers and employees.
- Ability to establish maintenance schedules for vehicles and equipment and to equalize fire suppression requirements while vehicles and equipment are being repaired.
- Physical ability to perform rescue and firefighting duties.
- Coordination and physical strength sufficient to pass a physical abilities test.

EDUCATION AND EXPERIENCE:

Must meet all educational requirements of the State of Florida; Bureau of Fire Standards and Training; HRS Emergency Medical Services; and Pinellas County EMS.

10 years of progressive Fire/EMS experience, at least five (5) years of supervisory experience (Lt. or higher rank).

Associates Degree in related field is required, Bachelor's degree preferred.

May not use any form of tobacco products.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.
Florida Paramedic
Florida Firefighter II Certification
State of Florida Fire Officer 2.
Fire Inspector within 1 year.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Ability to lift more than 60 lbs. on a frequent basis.
- Ability, coordination and physical strength sufficient to pass a physical abilities test.

ENVIRONMENTAL CONDITIONS:

- Works both indoors and outside and will be exposed to outside weather elements.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)