

# CITY OF TREASURE ISLAND

## JOB DESCRIPTION

**JOB TITLE:** FIRE CHIEF

**GRADE:** G

**DEPARTMENT:** FIRE

**SALARY:** \$87,138 - \$130,707

### **GENERAL DESCRIPTION:**

Responsible for the administration and operations of the Fire Department including the activities of all fire and emergency medical services and resources. Establishes policies, sets goals and objectives, creates and monitors budget and serves as a liaison between the department and the community. Sets and enforces standards for performance. Position is responsible for the City's Emergency Management Program. Position exercises high level of independent judgment and discretion. Responsible for supervising department staff. Reports to the City Manager.

### **ESSENTIAL JOB FUNCTIONS:**

1. Set priorities for the department and establishes goals and objectives. Measures progress toward established goals.
2. Prepares and monitors department budget, capital budget, and specifications for purchase of equipment in accordance with City policies.
3. Provides necessary directives and orders for the efficient operation and administration of the department. Establishes criteria and procedures for policy/guideline implementation.
4. May serve as emergency medical coordinator for the department.
5. Directs, coordinates and maintains the Emergency Management Program, and serves as the City's Emergency Management Coordinator. Develops the overall City Emergency Response plan, including coordinating responsibilities for such with other departments, and preparing/executing the hurricane evacuation plan.
6. Plans, organizes, and directs fire, emergency medical services, and emergency management operations with respect to equipment, apparatus, and personnel. Evaluates assigned personnel for efficiency and effectiveness; initiates personnel actions of hiring, training, promotion, scheduling, discipline, termination and resolves personnel problems.
7. Makes presentations to Community groups upon requests.
8. Attends Commission meetings as required.
9. Enforces fire prevention laws, including safety regulations for public assemblies, the handling and storage of combustible materials, and the use of inflammable liquids and explosives.
10. Develops long-range fire prevention and suppression programs.

11. Directs the preparation and analysis of fire and emergency medical service records and reports. Directs the operation and maintenance of fire and EMS apparatus and equipment.
12. Responds to general and major fire alarms and personally directs and participates in firefighting activities. Attends fire conference, schooling, and other educational meetings to keep abreast of modern firefighting and emergency medical services methods and administration. Assumes command and control of major emergency activities as directed by the City Manager.
13. Coordinates activities with those of other local area Fire/EMS departments and county officials. Promotes positive relations with other agencies to ensure appropriate mutual aid responses, and good will among other departments and the public.
14. Addresses civic and other groups regarding the activities and programs of the Fire Department to promote public understanding of its work.
15. Develops, reviews and revises standard operating procedures. Advises the City Manager of needed policies.
16. Participates in negotiations as a member of the City's bargaining team.
17. Directs, evaluates, assists and reviews staff in the establishment, implementation, and review of department strategic plan.
18. Directs fire, emergency medical, life safety, HAZMAT, and disaster response operations in the City's fire service area and, when directed, assists Pinellas County and other municipalities in conducting such operations.
19. Supervises the development and enforcement of regulatory ordinances regarding fire prevention and community safety. Responsible for the establishment and oversight of the fire inspection program.

(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:**

- Thorough knowledge of the principles and practices of modern firefighting and firefighting equipment, prevention techniques, principles and techniques employed in fire investigations.
- Considerable knowledge of the current developments in firefighting.
- Considerable knowledge of the principles of fire administration.
- Thorough knowledge of providing emergency medical services.
- Thorough knowledge of Federal laws, state statutes, and local ordinances as they relate to fire issues.
- Ability to plan, evaluate, assign, and coordinate activities performed by personnel, and provide effective leadership at all times.

- Thorough knowledge of fire service administration including: organization, public administration, budget and personnel administration, records and information management, customer services and public relations.
- Thorough knowledge and ability in organizational development including culture changing techniques and diversity inclusion.
- Ability to interpret and apply laws, rules, policy and codes.
- Ability to regulate and control firefighting programs, expenditures, and equipment.
- Ability to express oneself clearly and concisely, orally, and in writing.
- Strong analytical, interpersonal and communication skills, and organizational skills in problem solving.
- Ability to establish and maintain effective working relationships with civic and official groups, the general public, other public agencies, the media, etc.
- Physical ability to actively participate in and direct on scene firefighting activities, including ability to assist in lifting and/or moving heavy objects or persons in the course of fire rescue and physical restraints of persons in the course of fire activities.
- Is skilled in the operation of motorized vehicles under adverse conditions.
- Ability to think clearly and maintain composure and work effectively under emergency and stressful situations.
- Ability to train, schedule, supervise and evaluate personnel.
- Skill in budgetary development and administration.

#### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited four year college or university with a Bachelor's Degree in Fire Science, Business or Public Administration, or a related field, Master's Degree preferred. Seven years of progressively responsible experience in related field including fire management/supervisory experience is required.

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Certified Florida Firefighter  
 Valid Florida Driver's License  
 State of Florida Fire Officer 1 & 2  
 ICS 100 and 200  
 IS 300, 400, 700, 800  
 National Fire Academy Executive Fire Officer Certificate preferred  
 Paramedic preferred  
 State of Florida Fire Inspector, Investigator, Instructor preferred.

#### **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 frequently change from walking, standing some lifting and carrying objects of light to heavy weight (5-50 pounds).
- Physical agility and fitness for performing duties that require potential exertion.

**ENVIRONMENTAL CONDITIONS:**

- Tasks maybe performed in adverse weather conditions, e.g. dirt, cold, rain, fumes and high winds.
- Occasionally assumes risk inherent in fire service.
- Heights

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