

City of Dunedin, Florida
Class Description

JOB TITLE: Deputy Fire Chief/Fire Marshal
Fire Department

GENERAL STATEMENT OF JOB

Under general direction, assists the Fire Chief with the administration and supervision of the Fire Department, ensuring the provision of quality emergency planning and services in order to protect the lives and property of those in need of assistance. Is responsible for directing/coordinating activities of the Operations Division and responding to emergency scenes as needed. Supervises subordinate officers through the chain of command.

Coordinates Fire Prevention activities including all plan review, fire inspections, conducts and directs Fire Investigations.

Performs related administrative and supervisory work as required. Reports directly to the Fire Chief.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Directly supervises duties of District Chiefs and Fire Inspectors. Supervisory duties include instructing; assigning; reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending employee transfers, promotions and discharge, and approving disciplinary action.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Participates in employee training; ensures employees are trained to Florida Bureau of Fire Standards, ISO, OSHA and NFPA standards and regulations.

Assists in collective bargaining as a management representative.

Attends Labor-Management Committee meetings as a Management representative.

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Represents the department at Pinellas County Operations Chiefs and Fire Marshal committee meetings and events.

Represents the department at City and community meetings.

Assists in preparation of the annual department budget; manages department expenditures and initiates purchases as necessary.

Reviews and revises department policies and procedures; helps to ensure department compliance with all federal, state, county and city laws, ordinances and standards.

Takes command of emergency response operations during emergencies and disaster operations, ensuring prompt response with appropriate equipment and personnel as necessary.

Ensures significant fires are investigated for cause and origin.

Ensures post-incident analysis of significant emergency incidents.

Coordinates operational aspects of disaster mitigation, preparedness, response and recovery.

Ensures investigation of occupational illnesses, exposures, injuries, accidents and fatalities.

Receives, reviews and evaluates reports from subordinate personnel regarding departmental activities.

Receives and responds to inquiries and complaints from the public.

Ensures research and development of new technology, methods and regulations for fire prevention, suppression, and emergency operations; attends meetings, conferences and continuing education classes as required and/or appropriate.

Coordinates fire prevention activities.

Coordinates and conducts fire inspections and fire, arson, and explosion investigations.

Reviews site plans and construction blueprints for fire code compliance.

Keeps abreast of new technology, methods and regulations for fire inspection, investigation, prevention and suppression operations; attends meetings, conferences and continuing education classes as required and/or appropriate.

Operates a motor vehicle, various office machines including a computer, typewriter, two-way radio, audio-visual equipment, etc. Operates firefighting equipment, camera, engineer's scale, pressure gauges, hand tools, etc.

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Updates 911 database with emergency contacts and hazard information.

Manages the Special Needs Evacuation data list.

Consults with builders, owners and contractors to identify potential problems or violations, discusses necessary modifications and/or changes required and ensures that corrective actions are taken.

Participates in public education / public relations efforts.

Acts as the alternate department representative for Pinellas County Emergency Management meetings.

Is assigned to the City EOC/Fire Training Facility as needed during any declared State of Emergency. Will be assigned as the alternate to the Incident Command position.

Responds to emergency incidents as needed while off-duty. Maintains ability for communication access to the department at all times.

Participates in physical conditioning activities as required.

ADDITIONAL JOB FUNCTIONS

Performs general administrative/office duties as required, including conducting and attending meetings, compiling data for reports, entering computer data, preparing reports and correspondence, reviewing mail, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in administrative management or related field with ten years of progressive experience and training in fire service programs and management.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess and maintain the following certifications:

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- ❖ Florida and Pinellas County EMT or Paramedic certification.
- ❖ Florida Fire Fighter II Certification
- ❖ Florida Fire Officer II certification or Fire Officer certification if prior to November 2013.
- ❖ Florida Fire Inspector I and II
- ❖ Florida Fire Investigator I
- ❖ Florida Fire & Life Safety Educator
- ❖ Valid Florida driver's license.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Deputy Fire Chief/Fire Marshal. Has knowledge in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands the role of the position in relation to entire City operations. Has knowledge in the areas of fire science, hydraulics, fire fighting strategy and tactics, incident management, emergency medical services, and public safety emergencies of a broad scope and complexity. Is able to balance multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Knows how to prepare and make public presentations. Clearly understands occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to perform duties under adverse environmental conditions. Has the ability to speak, read, write and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision or organizational components. Is able to perform employee evaluations and to make recommendations based on results. Is able to apply the principles of instructional methodology, including preparation, presentation, application and evaluation. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and administer the budget.

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Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Has the ability to offer training and assistance to subordinates and employees of other departments as required. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of modern office practices and technology, including computers. Requires the ability to use, operate and/or handle office equipment such as a telephone, calculator, computer, etc.; and to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to perform mathematical operations involving basic algebraic principles and formulas; to use basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Has the ability to use independent judgement and discretion in the handling of emergency situations, making quick decisions, determining procedures, setting priorities, setting schedules, maintaining standards and resolving problems. Has the ability to plan and coordinate the most effective use of personnel, facilities and resources to achieve department goals. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving high risk to the organization and community. Knows how to determine and ensure safety at the scene of emergencies. Is able to make sound, educated decisions. Is able to work under stressful conditions related to responding to critical situations, knows how to determine the need for Critical Incident Stress Management and can implement CISM interventions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

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ADA COMPLIANCE

Physical Ability: Occasional tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds), and occasionally heavier objects and materials (up to 100 pounds). Routine tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Fire Chief

Date