

City of Dunedin, Florida
Class Description

JOB TITLE: Fire Chief
Fire Department

GENERAL STATEMENT OF JOB

Under administrative direction, provides comprehensive planning, implementation and management of emergency medical and fire suppression services, fire prevention and public safety programs, and disaster preparedness, mitigation and recovery programs. Directly responsible to develop the budget and maintain a fiscal responsibility for the department throughout the year. Provides the best possible control in emergency situations in order to protect the lives and property of those in need of assistance. Supervises subordinate officers through the chain of command. Performs related administrative work as required. Reports to the City Manager.

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.

Supervises the operation of the Fire Department; assigns workloads and establishes work schedules; directs and supervises duties of staff through the chain of command. 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 and approving employee transfers, promotions and discipline, and recommending discharge and salary increases.

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

Administers labor agreements.

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Oversees and supervises the fire prevention section as Fire Marshal.

Ensures all fire personnel are trained to national OSHA and NFPA standards.

Formulates and enforces departmental rules and regulations, work methods and procedures; ensures department compliance with all federal, state, county and city laws, ordinances and standards.

Prepares the annual department budget; controls department expenditures.

Oversees the procurement and maintenance of equipment and vehicles; ensures fire equipment is maintained in proper, safe working condition.

Work with staff members in setting and accomplishing goals in the areas of training, maintenance, codes, administration, public education, fire investigation and communications.

Evaluates the effectiveness of department services and takes action as required for program enhancement or modification.

Develops and oversees the implementation of long- and short-range department plans for facilities, equipment and personnel requirements.

Serves as the City's Emergency Response Coordinator. Takes command of emergency response operations during major emergencies and disaster operations, ensuring prompt response with appropriate equipment and staffing.

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

Receives and responds to inquiries and complaints from the public; notifies and issues statements to the media regarding emergencies and department programs.

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

Liaison with Pinellas County Fire, EMS and Emergency management.

Remains on call 24 hours per day for emergencies.

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ADDITIONAL JOB FUNCTIONS

Makes presentations to civic and special-interest groups regarding fire education and prevention.

Performs general administrative/office duties as required, including conducting and attending meetings, compiling data for reports, entering computer data, preparing reports and correspondence, 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 experience and training in fire service programs and management; [with five years of prior supervisory experience].

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

SPECIAL REQUIREMENTS

Must possess Florida Fire Officer Certification.

Must possess a valid Florida driver's license

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 Fire Chief. Is knowledgeable 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. Is able to make sound, educated decisions. Has knowledge in the areas of fire science, hydraulics, electrical, fire codes and ordinances, emergency medical services, etc. Knows how to determine and ensure safety at the scene of emergencies. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to make public presentations. Has knowledge of modern office practices and technology, including computers. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of

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the work. Is able to perform duties under adverse environmental conditions. Has the ability to speak 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 of organizational components. Is able to perform employee evaluations and to make recommendations based on results. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction. 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 equipment such as a telephone, calculator, and computer.

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; to use principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in

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developing, directing and supervising various programs and related activities.

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. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Has the ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, making quick decisions, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future City needs 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 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. 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.

ADA COMPLIANCE

Physical Ability: Occasional tasks involve the ability to exert moderate, though not constant physical effort, 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 moderate weight (12-20 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.

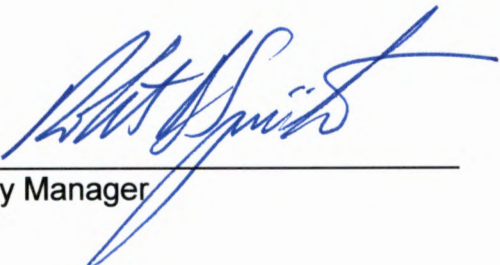
Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Routine tasks are performed without exposure to adverse environmental conditions; occasional tasks require exposure to fire hazards, adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, fumes, noise extremes, machinery hazards,

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vibrations, electric currents, traffic hazards, toxic/poisonous agents, violence, disease/pathogens.

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.



City Manager

1/8/16

Date