

City of DeFuniak Springs

71 US Hwy. 90 W.
Post Office Box 685
DeFuniak Springs, FL 32435



Phone: 850-892-8500
Fax: 850-892-8506
TDD: 850-892-8504

www.defuniaksprings.net

JOB NOTICE FIRE CHIEF – FIRE DEPARTMENT

Post Date: November 13, 2019

Close Date: December 13, 2019

FLSA Status: Exempt

Starting Annual Pay Rate: 60,000 - 85,000 DOQ

Job Summary:

This position performs skilled administrative direction of a combination paid / volunteer department coordinating all aspects of the fire department, including fire operations, fire prevention, training, education, public service, communications and all other needs as developed by the department. Work includes budgetary monitoring. Typical work schedule will be Monday through Friday from 7 a.m. till 4:00 p.m. Subject to be called in on a holiday or during an emergency situation.

Essential Job Functions:

- Performs responsible administrative work directing all activities of the fire department.
- Plans for the safety and well-being of all personnel, and for establishing business measures that reduce costs while improving the health and safety of the department and the public.
- Delegates assigned tasks as needed for the safe operation of the department.
- Maintains a fire prevention and fire safety inspection program and maintain educational levels to support fire safety inspector certification.
- Plans, directs and coordinates activities of fire suppression and all related services.
- Enforces fire prevention regulations and takes action to secure abatement of fire hazards.
- Investigates the sources and circumstances of fires to detect their causes if requested.
- Recruits and insures training is provided for volunteer fire personnel.
- Develops and maintains training programs for the development of personnel.
- Develops and maintains guidelines for the operation of the department.
- Develops and maintains educational programs for career enhancement of personnel.
- Represents the department at various meetings and conferences and speaks before community groups on the role of the fire department.
- Develops adequate budgeting for the department, while keeping costs to a minimum and maintaining accountability of department activities.
- Develops five and ten-year plans to meet the needs of the department.
- Must be highly self-directed and self-motivated.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

Position Qualifications:

A minimum of an Associate's degree is required. A Bachelor in Fire Science is preferred or a four-year graduate from the National Fire Academy, Executive Fire Officer Program. Seven years of fire service experience required, five of which have been in a supervisory position. Technical classes developed through the Florida State Fire College may be substituted for Bachelors degree program. Certification as a Fire Safety Inspector is required. Additional certification(s) may include, but not be limited to: Fire Service Instructor, Arson Investigator, Fire Officer I, Fire Officer II, Pump Operator, Burn Master, and leadership training. Must meet State of Florida minimum standards. Requires a valid class "E" Florida driver license with 16 hours of (E.V.O.C.) Emergency Vehicle Operations Course.

Applications may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. We consider applicants for all positions without regard to race, color, national origin, gender, age, disability, marital status, religion, or any other legally protected status. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status.

FIRE CHIEF

FLSA STATUS: Exempt
SUPERVISORY STATUS: Department Director

DEPARTMENT: Fire
REPORTS TO: City Manager

JOB SUMMARY:

This position performs skilled administrative direction of a combination paid / volunteer department coordinating all aspects of the fire department, including fire operations, fire prevention, training, education, public service, communications and all other needs as developed by the department. Work includes budgetary monitoring. Typical work schedule will be Monday through Friday from 7 a.m. till 4:00 p.m. Subject to be called in on a holiday or during an emergency situation.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Performs responsible administrative work directing all activities of the fire department.
- Plans for the safety and well-being of all personnel, and for establishing business measures that reduce costs while improving the health and safety of the department and the public.
- Delegates assigned tasks as needed for the safe operation of the department.
- Maintains a fire prevention and fire safety inspection program and maintain educational levels to support fire safety inspector certification.
- Plans, directs and coordinates activities of fire suppression and all related services.
- Enforces fire prevention regulations and takes action to secure abatement of fire hazards.
- Investigates the sources and circumstances of fires to detect their causes if requested.
- Recruits and insures training is provided for volunteer fire personnel.
- Develops and maintains training programs for the development of personnel.
- Develops and maintains guidelines for the operation of the department.
- Develops and maintains educational programs for career enhancement of personnel.
- Represents the department at various meetings and conferences and speaks before community groups on the role of the fire department.
- Develops adequate budgeting for the department, while keeping costs to a minimum and maintaining accountability of department activities.
- Develops five and ten-year plans to meet the needs of the department.
- Must be highly self-directed and self-motivated.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles of supervision, organization and administration.
- Knowledge of all city policies and procedures.
- Knowledge of laws, codes, ordinances, and regulations governing firefighting and building construction.
- Knowledge of modern firefighting methods and ability to apply this knowledge to varied fire control and prevention problems.
- Thorough knowledge of laws, rules and regulations relating to fire control, prevention, and some EMS functions.
- Knowledge of the geography of the city.

Council Approved: February 24, 2014

- Skilled in the use and operation of a wide variety of fire and auxiliary apparatus.
- Skilled in dealing with the general public and able to handle stressful situations.
- Ability to develop needs assessment and report developments.
- Ability to organize and supervise the work of others and give clear verbal and written instruction to employees, department heads, and the public.
- Ability to exercise considerable tact and courtesy in contact with the general public.
- Ability to plan, supervise and coordinate the work of the department in a manner conducive to full performance and high morale.
- Ability to keep accurate records and reports.
- Ability to use common office machines, including computer-driven word processing, spreadsheet and file maintenance programs.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

A minimum of an Associate’s degree is required. A Bachelor in Fire Science is preferred or a four-year graduate from the National Fire Academy, Executive Fire Officer Program. Seven years of fire service experience required, five of which have been in a supervisory position. Technical classes developed through the Florida State Fire College may be substituted for Bachelors degree program. Certification as a Fire Safety Inspector is required. Additional certification(s) may include, but not be limited to: Fire Service Instructor, Arson Investigator, Fire Officer I, Fire Officer II, Pump Operator, Burn Master, and leadership training. Must meet State of Florida minimum standards. Requires a valid class “E” Florida driver license with 16 hours of (E.V.O.C.) Emergency Vehicle Operations Course.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Must speak, read, write and comprehend fluent English. Use of both hands and fingers with dexterity. Required to sit, walk, talk, run, stoop, jump and hear. Required to use hands and fingers to operate objects, tools or controls and reach with hands and arms. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 50 pounds of force constantly to move objects. Must be able to maintain body equilibrium to prevent falling when walking or standing on uneven surfaces. Must be able to handle, seize, hold, grasp, turn or otherwise work primarily with fingers rather than with the whole hand or arm. May be exposed to possible bodily injury from burning buildings, falling debris from high places, and rescue attempts as well as from vehicular traffic or falling from high exposed places. In the event of a large scale incident, the fire chief may be called into work and will be expected to stay as needed or until feasible for release from the incident. fire chiefs involved in large scale events should expect extended periods of time away from home for the safe conclusion of the event or as needed. The fire chief may be expected to spend extended periods of time at the station or at a scene in the event of hurricane or other disasters. May be subject to insects, snakes, rodents or spiders. May be required to be available for after normal business hours. Specific vision abilities required include close vision and the ability to adjust focus.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____