

**CITY OF STUART
JOB DESCRIPTION**

Title: FIRE CHIEF

Department: Fire Rescue

Job Code: 1080

Grade: W125

Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under executive direction of the City Manager, manages the operation and activities of the City Fire Rescue Department. The incumbent is responsible for the administration and coordination of all Fire Department activities through the supervision and review of staff officers. Incumbent plans, organizes, directs and controls fire and rescue service functions within a broad policy guided by laws, codes, rules and regulations, records and related services and activities. Responsibility extends to appraisal of adequacy of facilities and equipment to perform service. Work is reviewed through conferences, reports, observations, and the success of programs and new procedures developed and implemented to achieve established goals.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Plans, organizes, directs and coordinates the work of subordinate professional, technical and clerical personnel in conducting the fire and emergency medical service functions of municipal government.
2. Makes recommendations and decisions regarding operational policies, expenditures, plans and other administrative matters as they affect the department; prepares and administers the departmental budget.
3. Responds to emergency incidents and assumes direct command of large-scale operations.
4. Acts as liaison with City Manager, City Commissioner, and other City departments, outside agencies, the press, and the general public.
5. Develops and implements departmental policies, procedures, goals, and objectives and enforces state, county, and city codes.

6. Oversees Emergency Medical Services for quality assurance, medical control, and regulation compliance.
7. Conducts staff meetings; attends other job-related meetings.
8. Reviews and approves payroll.
9. Prepares and administers the Fire and Emergency Medical Service Departments' budget.
10. Administers the Union contract and civil service rules and regulations.
11. Provides appropriate training, assignment, and discipline of departmental personnel; plans, organizes, directs, and coordinates the work of subordinate professional, technical, and clerical personnel.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's Degree or Associate's Degree from an accredited college or university with major course work in management, public administration, or fire science; supplemented by fifteen (15) years of progressively responsible experience in fire service, including five (5) years at the administrative and supervisory level; or an equivalent combination of training and experience. Must be a certified Firefighter. A graduate degree is desirable. Graduation from one or more of the extended professional developmental courses is also desirable.

Must have a valid State of Florida Class "E" Drivers License and certificate of completion of an approved Emergency Vehicle Operators Course (EVOC).

B. Knowledge, Abilities and Skills:

Knowledge of modern principles, methods and equipment for an efficient, effective Fire and Emergency Medical Service.

Fire Chief - continued

Knowledge of the development, management, and practices of Fire and Emergency Medical Service Administration.

Knowledge of the laws, statutes, ordinances, codes, standards, rules and regulations pertaining to fire prevention and investigation, and the operation of a Fire Department.

Knowledge of effective methods of planning, training, assigning and directing personnel and equipment for the most efficient use during small as well as large or complex and dangerous fires.

Knowledge of budgeting procedures.

Ability to design and implement programs of departmental operations and activities.

Ability to learn and interpret the rules and regulations of the Fire Department, geography of the City, location of streets, water mains, and fire hydrants.

Ability to prepare and present, effectively, oral and written information relating to the activities of the department.

Ability to plan, organize and direct the work of subordinates in a manner conducive to full performance and high morale.

Ability to function efficiently under stressful situations.

Ability to establish and maintain effective working relationships with public officials, civic and official groups and the general public as well.

C. Physical Requirements:

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (30-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring eye-hand coordination, the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of related devices with associated equipment.

D. Environmental Requirements:

Task requires that work may be performed in adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires color perception and discrimination.

Task requires texture perception and discrimination.

Task requires depth perception and discrimination.

Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
City Manager

Received by: _____ Date: _____
Employee