

TOWN OF MALABAR

Fire Chief

The Fire Chief performs administrative and professional firefighting work in directing the activities of the Town Fire Department. Work involves planning, organizing, and directing emergency response operations, including firefighting, emergency rescue and hazardous material response. Employee is responsible for recruiting personnel, purchasing equipment, monitoring, and controlling expenditures, preparing budget proposals, and assigning and supervising departmental personnel and equipment, and making educational presentations to the public. Work also involves working with the Town Manager in the administrative oversight of emergency management. Reports to the Town Manager.

SPECIFIC DUTIES & RESPONSIBILITIES:

Plans, organizes, directs, and evaluates Town emergency response operations including firefighting, emergency rescue and hazardous material response, and fire prevention programs; develops and/or approves and implements policies, procedures, and regulations.

Directs activities of Fire Department personnel through direct or delegated supervision of various programs, ensuring that established policies, procedures and programs are planned and implemented in accordance with requirements of the Florida Bureau of Fire Standards and directives of the Town Council and/or Town Manager; reviews, develops and implements policy and procedures, as necessary, to improve department efficiency; reviews various reports, including activity and production reports, and approves actions or makes recommendations as to procedure.

Prepares the annual department budget proposal and exercises purchasing and budgetary control authority; evaluates the need for and recommends the purchase of new apparatus and supplies.

Assists with the personal hiring, volunteer appointment, assignment, promotion, discipline, dismissal, etc., evaluates overall and specific unit operations and personnel performance; ensures that subordinates receive orientation and training required for assigned positions; receives, investigates and resolves complains against department personnel from the public, other public officials or agencies, etc.

Confers with Town Manager, Town Council, State officials and others to develop, propose and establish new laws, ordinances or codes, or to amend existing laws, ordinances or codes, pertaining to fire prevention and safety.

Cooperates with other local, regional and state agencies and officials in developing long range plans and programs.

Assumes command, as necessary, of all firefighting personnel and apparatus at scenes of major emergency response operations; may personally direct emergency response activities and make decisions, as necessary, as to the best emergency response methods.

Directs the preparation and ultimate analyses of fire records and reports to secure efficient operations, to meet service demands and to comply with authorized requests for information regarding departmental activity and personnel.

Prepares and makes oral presentations to school, civic, business and other groups, as appropriate, on topics pertaining to fire prevention and life safety, hazardous materials management and other Department programs and activities; appears before public and news media, as appropriate, to answer inquiries and explain emergency response operations or activities.

Serves as liaison between the Fire Department and other governmental or private agencies; attends meetings of various professional and civic associates, commissions, etc., as appropriate, to facilitate a positive public image of the Department and Town.

ADDITIONAL JOB.FUNCTIONS:

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate to enhance and maintain knowledge of trends and developments in the fields of emergency response, and state of the art equipment including firefighting, emergency rescue, hazardous materials response, etc.

Required to perform the duties and responsibilities of the Town's Emergency Manager during natural or man-made disasters.

Performs other related work as required.

The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

EMERGENCY DECLARATION STATUS:

Essential Employees may be required to work during an undeclared emergency and/or declared emergency. On an incident-by-incident basis, the employee's Department Head will make the determination as to who will be required to work.

MINIMUM TRAINING & EXPERIENCE:

Associate of Science Degree in Fire Science or related field. Work experience will be considered in lieu of education. Must have at least three (3) to five (5) years of progressively responsible command experience in firefighting and emergency response; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid Florida Driver's License and have an acceptable driving record and maintain an acceptable driving record.

SPECIAL REQUIREMENTS:

Internal Candidates: Must Possess a Certificate as Firefighter I or II from the Florida Bureau of Fire Standards.

External Candidates: Experience and firefighter/fire management certifications with the Town of Malabar Fire Department and/or other Fire Departments/Agency is to be comparable to requirements for internal candidates and capable of acquiring certification in the State of Florida within twelve months of appointment to the position.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Physical Requirements: Must be physically able to direct a firefighting or rescue operations. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, manuals, budgets, fiscal records, personnel records, charts, forms, etc. Requires the ability to prepare correspondence, reports, personnel records, forms, etc., using prescribed formats. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including fire, medical, governmental accounting and legal terminology, and emergency response codes.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, and statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and firefighting and rescue equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, and firefighting and rescue equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people before giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

Physical Communication: Requires the ability to talk and hear. {Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

PERFORMANCE INDICATORS:

Knowledge of Job:

1. Has thorough knowledge of modern techniques and methods of fire and emergency response administration with special attention to fire prevention and firefighting principles, practices, and procedures.
2. Has thorough knowledge of the principles, methods and equipment used in firefighting, fire prevention, rescue operations and hazardous material response.
3. Has thorough knowledge of applicable laws and ordinances and of departmental policies, procedures, and regulations.
4. Has thorough knowledge of the operating characteristics and service requirements of firefighting equipment and apparatus.
5. Has thorough knowledge of the principles and practices of municipal fire department organization and administration.
6. Has thorough knowledge of the principles of supervision, organization, and administration.
7. Has thorough knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.
8. Has considerable knowledge of the hazards involved in emergency response operations and of the applicable safety precautions.
9. Has considerable knowledge of the current literature, trends and developments in the fields of firefighting, emergency rescue, and hazardous material response.
10. Has considerable knowledge of street layout, buildings, and the location of fire hydrants in the Town.
11. Has general knowledge of basic emergency medical procedures and techniques.
12. Is able to plan, direct and coordinate the effective use of firefighting equipment, apparatus and personnel.
13. Is able to plan, direct and coordinate the work of a large staff of professional and technical personnel.
14. Is able to maintain discipline and respect of subordinates and to lead and command effectively.
15. Is able to initiate, plan and carry out programs in fire administration, emergency management, service training and fire prevention.
16. Is able to exercise initiative in meetings and resolving emergency situations.

17. Is able to analyze situations quickly and correctly and adopt effective courses of action with regard to surroundings and circumstances.
18. Is able to prepare and maintain routine work records and reports.
19. Is able to train and instruct in modern firefighting and fire prevention principles, practices, and procedures.
20. Is able to represent the department effectively in public, to enlist cooperation in its programs, and to present its programs effectively in public meetings.
21. Is able to effectively express ideas orally and in writing.
22. Is able to establish and maintain effective working relationships as necessitated by work assignments.
23. Is able to establish an emergency operations center and staff it during disasters.
24. Has physical strength and agility to perform prolonged and arduous work under adverse conditions when required.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, coworkers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgement: Exercises analytical judgement in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and research problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results of consequences are justified, i.e., poor communications, variance with Town policy of procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs, and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges, and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and Town.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Personally, directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods, and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgement in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies, and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain a good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also, understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.