

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### FIRE CHIEF

**Department:** Fire Rescue  
**Pay Grade:** 307  
**FLSA Status:** Exempt  
**Job Class:** 1018  
**Risk Code:** 7704

#### JOB SUMMARY

This is a professional, department head and senior level management position of a highly responsible and visible nature dealing with public health and safety. Responsibilities include the administration and management of a large county-wide combination fire rescue department. This individual is highly progressive, highly collaborative and passionate leader who is motivated, self-directed, and works independently. The Fire Chief position is a very visible member of the senior leadership team of the County and requires well-developed leadership abilities and management skill sets that are based upon consensus building and problem-solving. As the Chief Executive Officer and Commander in Chief of the Fire Rescue Department the position will establish and carry out the vision of the department through careful strategic and master planning processes. This position reports to the County Administrator or designee.

#### ESSENTIAL JOB FUNCTIONS

- Develops long-range master plans, strategic plans, and short-term operating plans making use of realistic goals and objectives consistent with the principles of continuous performance improvement.
- Prepares department budgets in line with strategic and operating plans consistent with community fire protection/EMS needs and financial constraints. Achieves the highest and largest dollar savings, impact on economy and prevent widespread property/life losses through appropriate management and planning of programs or activities having organization-wide impact.
- Serves as liaison between the County and various municipal and other fire departments, including volunteer departments. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the Department's activities.
- Coordinates and interfaces with emergency services agencies including local and state law enforcement, the medical community, hospitals, and other fire/rescue services as required for emergency operations and routine matters.

- Communicates clearly to assist others and uses independent judgment to creatively solve complex problems.
- Prepares detailed, complex written reports, researches and compiles data, analyzes results, and prepares verbal and written recommendations on a variety of complex issues.
- Develops new methods and policies to improve department management and operations, creating a department with an innovative and productive workplace. Responsible for motivating positive behavior and maintaining a high level of staff morale.
- Directs Deputy Chiefs in planning and coordination for smooth daily operations.
- Communicates clearly and professionally to assist and direct staff.
- Uses independent judgment and analysis to prepare and update policies and procedures for ongoing staff development and safety.
- Responds to large emergency scenes and critical incidents and gives direction to Deputy Chiefs and/or Division Chiefs as appropriate.
- Responds to technical questions from the Board of County Commissioners, staff members, and members of the public related to public safety and Emergency Medical Services.
- Plans, directs, and reviews activities of personnel performing fire inspection, prevention, suppression, hazardous materials mitigation, emergency medical services, and emergency management functions.
- Initiates and advises on the development of ordinances and regulations.
- Makes recommendations to numerous committees and the Board of Commissioners for the establishment and maintenance of an adequate fire and rescue department resources and staffing consistent with national consensus standards.
- Supervises the preparation and maintenance of records and reports.
- Meets with community groups and officials to explain and improve departmental programs.
- Studies the standard rating schedule of the Insurance Services Office and prepares plans for improving the County's rating.
- Reviews reports on departmental activities.
- Represents the Department in a variety of local, county, state, and other meetings.
- Researches and presents to the Board of Commissioners for possible grant opportunities as they become available to offset costs to the taxpayer(s) and improve departmental operations.
- Develops apparatus and equipment specifications and remains abreast of developing technology and industry practices in the field.
- Monitors both federal and state legislation regarding fire and EMS services, health and safety, employment practices and other areas which may impact operation of the fire department.
- May develop and teach both technical and administrative/leadership courses to career and volunteer personnel. Supervises subordinate officers in the development and operation of fire training and fire prevention programs.
- Promotes department to public utilizing printed and visual media through public speaking and articles published in various journals, magazines, and newspapers.
- Attends various meetings to represent department and serves on committees and boards.
- Attends conferences and meetings on fire prevention and extinguishment problems and to stay informed of current trends in the field.
- Requisitions supplies, approves timesheets, prepares articles, and delivers speeches.
- Makes assignments and supervises subordinate officers in the care and maintenance of stations and equipment.

- Performs the duties of command personnel as needed and fulfills associated obligations.
- Responds and takes charge of emergency calls as needed.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for direct supervision over a number of senior level managerial positions and indirect supervision over a large number of employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree in Fire Science, Administration, Emergency Management, or equivalent, Master's Degree preferred; and ten (10) years' experience in the role of Division Chief or above, with at least (3) years' experience as a chief officer in a management position; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Current State of Florida Certificate of Compliance as Firefighter II.
- EMT and/or paramedic certification.
- American Heart Association or Red Cross CPR certification.
- Advanced Cardiac Life Support certification (if certified as paramedic).

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **Mathematical Skills**

- Ability to comprehend and apply principles of advanced calculus, modern algebra, and statistical theory.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to Interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods as essential tasks.
- Knowledge of modern emergency service principles, procedures, and techniques in fire suppression and prevention.
- Knowledge of current developments, literature, and state and federal laws regarding all aspects of fire safety.
- Knowledge of emergency medical services, hazardous materials protection, disaster management, aircraft rescue, and specialized technical rescue operations.
- Knowledge of incident management system.
- Knowledge of applicable laws including departmental standing operating procedures, and county and department rules and regulations, and the Collective Bargaining Agreement.
- Ability to maintain effective managerial control of widely dispersed personnel and apparatus under extremely stressful conditions.
- Ability to handle multiple emergencies simultaneously and correctly allocate resources.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

#### **PHYSICAL DEMANDS**

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

#### **WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will regularly be exposed to wet or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold or heat, risk of electrical shock, explosives, and risk of radiation.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*