



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.

DIVISION CHIEF

Department: Fire Rescue
Pay Grade: 305
FLSA Status: Exempt
Job Class: 2100
Risk Code: 7704

JOB SUMMARY

This is a senior level professional and managerial position assisting in the planning and administration of both emergency and non-emergency activities of a division of the fire department. Activities include the overall management of the personnel in the specific sections of the division. This is a senior staff level position in the department responsible for researching, formulating, and recommending departmental budgets, policies, and procedures.

ESSENTIAL JOB FUNCTIONS

- Participates as a member of senior department management staff in developing long range and short-range goals for the department. Assists with the development of strategies, implementation plans, and resources needed to achieve goals. Collects and analyzes data and formulates recommendations.
- Participates in the development of departmental/divisional procedures and regulations. Plans, manages, and coordinates activities of the division, including subordinate officers and adjunct personnel.
- Responsible for the preparation, review, and administration of yearly and long-range operational budget plans to ensure optimum efficiency and effective use of the various revenues/funds under his/her supervision where applicable. Approves and manages purchases. Reviews expenditure summaries and prepares reports.
- Prepares and presents various reports to the Fire Chief, Deputy Fire Chief, and/or federal, state, and local agencies as may be appropriate.
- Establishes objectives and associated goals for personnel under his/her supervision designed to achieve the most effective and efficient operation possible
- Establishes and maintains effective and positive relationships with the community, outside agencies, and county government.
- Attends conferences, public/community meetings, board or professional meetings as may be directed or necessary.

- Coordinates with other management staff members to ensure compliance with local, state, and national laws, safety standards, and mandates.
- Prepares and delivers presentations to other agencies, departments, elected officials, professional organizations, fire and building officials, and civic groups.
- May use discretion to respond and act in a command role or various support functions as needed at major incidents.
- Acts as liaison and represents the fire department with outside agencies, county government regional training centers, and industry associations as assigned by the fire chief.
- Manages personnel actions such as hiring, dismissals, evaluations and disciplinary action as delegated by the Deputy Chief.
- Observes performance of subordinate officers in order to conduct performance appraisals.
- Mediates grievances and provides solutions consistent with County and departmental policies.
- 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.
- 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.
- 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 relatively small number of employees and indirect supervision of a moderate size staff who report to other supervisors or managers. 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 preferred from an accredited four-year college or university with six (6) years' progressively responsible experience in supervisory and managerial roles; or an equivalent combination of education and experience. Course work should include studies in the areas of: incident command, hazardous materials response and mitigation, emergency medical services management, fire prevention, arson investigation, and personnel supervision/management.

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.
- Fire Officer II.
- Florida Safety Officer certification.
- Certified State of Florida Paramedic.
- American Heart Association or Red Cross CPR certification.
- Advanced Cardiac Life Support certification.
- Certifications in Fire Safety Inspector, Fire Service Instructor, Fire Officer III, and Live Fire Training Instructor preferred.

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.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Interprets complex and detailed technical data to participate in development of policy, programs, plans or procedures.
- Knowledge of federal, state and local laws, ordinances, codes, and regulatory standards applicable to the primary division of assignment. Extensive knowledge of modern fire and emergency service principles, procedures, techniques, and strategies.
- Thorough knowledge of the principles, practices, methodologies and techniques of effective management and administration.
- Thorough knowledge of the operational requirements relevant to primary division of assignment, and the administrative policies and procedures necessary to effectively direct and administer the function.
- Ability to remain calm in stressful situations.

- Ability to maintain current knowledge of trends and developments in the primary assignment area for application to functional division under charge.
- 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

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, high precarious places, toxic or caustic chemicals, extreme cold, risk of electrical shock, explosives, risk of radiation, and vibration; and will regularly be exposed to wet or humid conditions, fumes or airborne particles, outdoor weather conditions, and extreme heat. The noise level for this environment will be moderate. Work requires being available and on-call 24 hours per day; must be able to respond within 30 minutes from residence to headquarters.

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.

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.