

CITY OF MARGATE, FLORIDA

JOB DESCRIPTION

JOB TITLE: Deputy Fire Chief- Fire Dept. (Draft)

GENERAL STATEMENT OF JOB

The Deputy Fire Chief serves as the second-in-command of the fire department. This position is responsible for performing a mix of administrative, professional, and technical duties in support of all fire department functions. Work is performed under the general direction of the Fire Chief. This position requires the use of independent judgment and discretion in accordance with the City's policies and procedures.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

- Always performs assigned duties in a manner consistent with the City's Core Values.
- Assumes the responsibilities of the Fire Chief in the Fire Chief's absence.
- Represents the department at meetings with City staff or external agencies.
- Collaborates with the Fire Chief in developing the department's strategic goals and objectives, including long-term and short-term planning.
- Assists in development of departmental policies and procedures and ensures compliance of all departmental personnel.
- Assists in preparing the department's annual budget and monitors expenditures for compliance.
- Serves as the direct supervisor for the department's Assistant Fire Chiefs and oversees the Operations Division.
- Makes effective recommendations to the Fire Chief regarding major personnel actions for all department personnel including disciplinary actions involving loss of pay, transfers, and reassignments.
- Conducts and reviews evaluations of subordinate personnel.
- Serves on the City's negotiation team during collective bargaining.
- Recommends collective bargaining proposals and ensures implementation of bargaining agreements.
- Reviews grievances and personnel matters and recommends appropriate action to the Fire Chief.

- Participates in departmental and City managerial meetings.
- Responds to emergency incidents and operates as the Incident Commander or where most effective.
- During major disasters, may serve as part of the City's Emergency Operations Center staff.
- Is on call for after-hours response to major incidents.
- Stays current on new technology, methods and regulations for firefighting, hazardous materials, emergency medical, and rescue operations; attends meetings, conferences and continuing education classes as required and/or appropriate.
- Conducts firefighter training across a wide range of subjects, evaluates program and personnel performance and develops intervention strategies where indicated.
- Ensures the annual inspection and testing of applicable fire equipment is conducted and certifies accurate records are maintained, coordinates all fire apparatus repairs and maintenance.
- Collaborate with Assistant Fire Chiefs to secure needed fire department tools, equipment, gear, and obtain needed repairs.
- Generates memorandums and creates, implements, and reviews operational directives, rules, policies, and standard operating guidelines to ensure safe and effective operations and to keep the department in compliance with all applicable laws, rules, and industry standards.
- Research, develops, submits, and manages various federal, state, and local grants.
- Performs other duties as assigned by the Fire Chief.

MINIMUM TRAINING AND EXPERIENCE

Associates degree in EMS, Fire Science or closely related field. Preferred Bachelor's degree from an accredited college or university in Fire Science, Business or Public Administration, or related field; a four-year graduate from the National Fire Academy, Executive Fire Officer Program. Extensive successful firefighting experience which included experience as an officer in a line or staff function. Must meet State of Florida Minimum Standards. or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Special Qualifications:

- Florida Firefighter II Certification.
- Florida Paramedic Certification
- EVOC, CPR, ACLS
- NIMS 100, 200, 300, 400, 700, 800
- Valid Florida Driver License

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing; some lifting and carrying objects of light to heavy weight (5-100+ pounds). Physical agility and fitness for performing duties that require potential exertion, i.e., moving victims, climbing ladders.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to 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 receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority.

Language Ability: Requires the ability to read a variety of materials relevant to fire and rescue operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to provide principles of influence systems and conceptual thinking. Ability to make decisions with limited direct supervision.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize descriptive statistics.

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

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Must have excellent levels of eye/hand/foot coordination.

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

Interpersonal Temperament: Requires the ability to deal with people from a variety of backgrounds and departments in both giving and receiving instructions. Must be able to perform tasks under considerable stress i.e., when confronted with potentially life-threatening situations.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are performed with frequent exposure to adverse environmental conditions, e.g., dirt, cold, rain, and fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern principles, methods and equipment for an efficient, effective fire prevention service.

Knowledge of the development, management, and practices of fire prevention Administration.

Knowledge of project management, strategic planning, and strategic analysis of Community Risk Reduction.

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

Knowledge of the department computer system and associated applications.

Knowledge of effective methods of emergency management.

Knowledge of emergency medical practices and CPR.

Knowledge of effective supervisory principles and techniques.

Ability to quickly gather and disseminate information to the media and the public through verbal and written press releases and live interviews.

Ability to understand and follow oral and written instructions.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures and with limited direct supervision.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

Ability to operate motorized vehicles under adverse emergency conditions.

Ability to communicate effectively with City officials, subordinates and the general public.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.