

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: Assistant Fire Chief- Fire (Draft)

GENERAL STATEMENT OF JOB

The purpose of the position is to direct, administer and manage day-to-day operations for an assigned area within Margate Fire Department. Employees in this classification are responsible for managing and coordinating all operational and staffing needs, regulatory compliance and resource management issues for an assigned region. Performs related work as directed. Under administrative direction, this managerial position requires the exercise of independent judgment in carrying out the policies and objectives of the department.

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.

- Manages and directs day-to-day operations of an assigned region within the Department.
- Develops departmental goals and objectives; develops policies, procedures and priorities to meet established goals.
- Develops, implements, and maintains strategic, fiscal and capital improvement plans.
- Conducts operational inspections; ensures compliance with departmental regulations and policies; submits recommendations for modification of existing orders and/or operational plans to management.
- Conducts research and needs assessment regarding regional command under charge to ensure proper response capabilities according to the service demands, e.g., deployment of fire and rescue personnel, facilities, and equipment; provides recommendations for improving response capabilities accordingly.
- Reviews and provide recommendations regarding personnel management functions, e.g., transfers, promotions, recruitment and selection.
- Participates in the resolution of grievances.
- Recommends appropriate level of disciplinary action.
- Evaluate subordinate personnel.
- Participate in budget formulation; approves purchase orders; reviews grant reports.

- Disseminates communications to assigned personnel regarding directives and standard operating procedures; ensures implementation of and adherence to all directives and standard operating procedures and collective bargaining agreements.
- Always performs assigned duties in a manner consistent with the City's Core Values.
- Prepares, reviews, and evaluates all administrative and operational records and reports regarding operations under charge including, but not limited to, budget administration, response calls, incident reports, inspection logs, statistical detail reports, staff training reports, resource allocation records, and post-incident analyses reports.
- Participates in the department managerial meetings and establishing short and long-term goals and objectives.
- Recommend departmental policy revisions and ensure personnel compliance.
- Assists in the formulation of collective bargaining proposals.
- Ensures professional development of employees within the department including training and counseling.
- Maintains current knowledge of trends and developments in the field of fire rescue for application to functions under charge.
- Accounts for all equipment, materials, supplies and vehicles assigned to the specific operating unit to ensure proper inventory and operational readiness.
- May be required to respond to emergencies during and after normal business hours; may be assigned tasks on scene as determined by the Incident Commander.
- Maintains authority to establish Incident Command for all fire ground operations and multi-casualty incidents; provides strategic and tactical command by organizing the most effective utilization of equipment and personnel; strategic placement of apparatus/equipment to best address an emergency incident or fire attack; ensuring perimeter security and directing scene activities of subordinates; evaluating incident conditions and requesting additional resources as needed; coordinating unit's activities with other responder units; and ensuring the safety of crews under charge.

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 accommodations 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.