



The City Beautiful

City of Coral Gables Job Description

Job Title: Fire Chief
Department: Fire
Classification: 5130
Pay grade: 43E
FLSA: Exempt

Prepared Date: 03/2016
Approved By: HR/CM

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Summary

Under the broad policy guidance of the Assistant City Manager/Public Safety Director this position serves as a key member of the City's leadership team with direct responsibility for the effective implementation of City-wide strategic and operating initiatives. The Chief oversees the long-range planning function, operations and management of the Fire Department, employee management, customer satisfaction, and budget administration. Must be able to think strategically and exercise considerable initiative and independent judgment.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Ensures professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders.

Establishes and enforces goals, policies and procedures for carrying out the mission of the Fire Department which provides methods, resources and training for fire personnel for life and property protection.

Abides by all applicable safety rules which include wearing and using all appropriate safety equipment.

Provides leadership and direction in emergency situations when required by magnitude to reduce the potential loss of life or property, by impact on the City, on personnel or mutual aid pact with other fire departments.

Directs and manages a City-wide program consistent with the City's goals and initiatives ensuring high quality customer service, professional standards and quality controls. Develops and manages an annual operating budget.

Provides overall direction and strategy for innovation to promote the development of a diverse and engaged workforce.

Manages investigations performed for fire cause and circumstances, and enforces fire prevention regulations to secure abatement of fire hazards.

Interacts and collaborate regularly with other agencies, boards, authorities, commissions and civic groups.

Pursues ongoing professional development through organization memberships, educational courses and conference attendance to stay informed of technological advancements in fire prevention programs.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Requires thorough knowledge of emergency operations management including mitigating problems associated with structural firefighting, mass casualty incidents, hazardous materials incidents, civil disturbances, terrorist acts, and natural disasters. Knowledge of Florida Statutes laws and standards related to firefighting, building and fire codes, rules of the Florida Department of HRS, State Fire Marshal, Labor Laws, OSHA standards, Insurance Service Office, etc., are also required. Familiarity with the geography of the City is necessary. The incumbent must be well versed in fire department related heavy equipment specifications, employee training standards, fire accident prevention programs, records management, bid and purchasing requirements and safety requirements. Must have the ability to present technical information clearly to professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies and the public. Good verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment.

May perform some work outdoors where necessary, where there may be exposure to extreme temperatures, electrical hazards, noise, heights, dust and smoke. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Must have the physical ability to enter into and inspect buildings, climb stairs and/or ladders, reach above and below shoulders, walk and bend. May involve some lifting, carrying, pushing and/or pulling of objects and materials of 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in Fire Science, Fire Technology or other related field. Advanced degree preferred.

Minimum ten years progressively responsible supervisory experience in an organized paid fire department with five years major administrative experience.

Must possess all the required state certifications: Current State of Florida Certificate of Compliance as a Firefighter and Current State of Florida Certification as Paramedic.

National Fire Academy advanced education with successful completion of Executive Fire Officer Program is preferred.

Valid Florida Driver's License.