

# City of Lake City, FL

## Classification Description

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**Classification Title: FIRE CHIEF**  
**Department: FIRE**

**Pay Grade: 19**  
**FLSA Status: Exempt**

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### **General Description**

This is highly responsible and complex executive level work planning and directing the activities of the City's fire department. The incumbent must be a team player, providing leadership, supporting the organization's vision and assists the City Manager in the administrative and operational functions of the fire department. Work is performed under the administrative direction of the City Manager.

The Fire Chief works with outside consultants as necessary; must have the ability to develop working relationships with the general public, contractors, and other City and Fire representatives ensuring a professional image to the general public; and must have the ability to analyze and appraise data related to Fire Department business decisions and policies.

### **Nature of Work**

#### **Essential Functions:**

- Plans, directs, coordinates and administers all functions of municipal fire services and directs all fire department activities through supervision of subordinate personnel.
- Assesses organizational and operational effectiveness of the department and coordinates with staff personnel to implement policies, procedures, programs and methods of operation to address the department's service to the community.
- Directs the management of fiscal and non-fiscal resources and preparation of the annual department budget.
- Commands emergency fire scene and fire suppression duties. Ensures that all fire legal mandates and requirements are met.
- Advises City administration on community issues, policies and sources; prepares reports and makes presentations to City Council as necessary.
- Develops and empowers employees, resolves conflict and promotes teamwork and communication among shifts, districts and other departments and agencies.
- Recommends selection, promotion, discharge, and other appropriate personnel actions. Assigns personnel and equipment to such duties and uses as appropriate.
- Conducts periodic equipment inspections. Evaluates equipment needs and requisitions new apparatus and supplies.

- Directs inspection of buildings and properties to locate potential fire hazards.
- Directs fire prevention regulations and takes action to secure abatement of fire hazards. Will be required to respond under emergency conditions.
- Responsible for ensuring all City policies and procedures regarding employee activities are administered and enforced as appropriate.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

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

**Equipment:** Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes. Supervises employees using or repairing heavy or complex machinery.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Thorough knowledge of principles, practices, methods and theories of modern fire administration, organization and operations;
- Thorough knowledge of controlling laws, ordinances, regulations and statutes which govern fire administration functions;
- Thorough knowledge of business, administrative and fiscal management;
- Thorough knowledge of use and operation of varied fire motor and auxiliary apparatus;
- Thorough knowledge of principles and practices of effective administration and supervision;
- Considerable knowledge of municipal government and the relationship between the fire department and other governmental agencies;
- Knowledge of governmental budget procedures;
- Ability to plan, install and carry out programs of departmental operations and activities, including employee training and development and fire prevention and investigation activities;
- Ability to augment and coordinate delivery of urban fire services;
- Ability to plan, assign, delegate and direct work of administrative and supervisory personnel. ~ Ability to develop long-term plans and programs and to evaluate work accomplishments;
- Ability to develop and maintain effective working relationships with employees, City officials, other fire agencies and the general public and to deal effectively, courteously and tactfully with public relations; and

- Ability to prepare and maintain records, conduct analysis, write reports and make presentations effectively, both orally and in writing.

**Minimum Qualifications:** Graduation from an accredited four year college or university with degree in Fire Science, Fire Administration, Business or Public Administration and eight or more years progressively responsible experience and authority with at least three years of service as a chief or assistant in a similarly sized or larger department; or any equivalent combination of education and experience. Two years of managerial experience in the selected field may be substituted for each year of education. Required to obtain a Certificate of Compliance as a State of Florida Firefighter pursuant to Florida Statutes, as well as a State of Florida Fire Inspector Certification. Possess valid Florida Class "E" non-commercial Driver's License.

**ESSENTIAL PHYSICAL SKILLS**

- Must meet physical requirements as indicated for State Certification
- Must endure sustained acts of physical exertion and endure periods of duty under unfavorable and life threatening situations
- Heavy (45 pounds and over) lifting and carrying
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Reaching, pushing, pulling, throwing, walking, standing
- Crawling, kneeling, bending, balancing, stooping, jumping
- Running
- Climbing (including ladders)
- Smelling
- Driving

**Environmental Conditions:**

- Work may require exposure to hazardous conditions and noxious chemicals
- Work may require performance of tasks outdoors under varying climatic conditions

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_