



## City of Madeira Beach Position Description

<b>Job Title:</b>	<b>Fire Chief</b>		
<b>Department/Group:</b>	Fire Department	<b>Supervisor:</b> City Manager	
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$83,250 - \$124,880 Annually	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Human Resources Coordinator (727) 391-9951	<b>Date Posted:</b>	7/10/2020
<b>External Posting URL:</b>	www.madeirabeachfl.gov	<b>Posting Expires:</b>	7/17/2020
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (727) 399-1131 OR <a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a>  <b>Subject Line:</b> Fire Chief <b>Attention:</b> Recruiting or Human Resources Department		<b>MAIL:</b>  City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Highly responsible managerial, professional, administrative, and technical position representing the City of Madeira Beach involved in directing and controlling all phases of the City's Fire Rescue Department in an efficient and cost-effective manner with emphasis on employee relations and teamwork. Duties are performed in accordance with applicable laws, existing City and Departmental policies and procedures and Collective Bargaining Agreement with considerable latitude in decision making and the leadership of the Department. Duties are performed under the general and administrative direction of the City Manager. Required to carry a cellular phone on and off duty. The person in this position is solely accountable for the fulfillment of all duties and authority commensurate with assigned responsibilities.</p> <ul style="list-style-type: none"> <li>• Represents the City at Municipal, County, and State meetings in areas of mutual aid, labor relations, and other fire rescue related subjects.</li> <li>• Works with other Department personnel, as necessary, to establish and enforce effective and efficient emergency scene tactical plans, emergency medical services, fire prevention activities and programs, community and public relations and education programs and activities, employee training programs, and disaster preparedness programs among others.</li> <li>• Responsible for interviewing, training, motivating, evaluating, and disciplining employees of the Department.</li> <li>• Responsible for recommending to the City Manager the hire, promotion, and termination of employees.</li> <li>• Plans, organizes, evaluates, and directs Departmental policies, programs, and operations for the safe and efficient delivery of the comprehensive services provided by the Fire Rescue Department.</li> <li>• Establishes Departmental goals and objectives; develops, implements, reviews, evaluates, and revises plans towards reaching the established goals and objectives.</li> </ul>			



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- Responsible for the development and preparation of the Department's annual operating and capital expenditure budgets for presentation to the City Manager and ensuring compliance with expenditures during the fiscal year.
- Provides the appropriate leadership, assistance, and direction to achieve teamwork among all Department employees to ensure that the best possible service is provided to the citizens and property owners within the Fire District and those areas where mutual aid agreements exist.
- Directs duties and assignments of others in such a way as to maximize employees' skills, knowledge, and abilities.
- Maintains a professional and effective working relationship with County, State, and Federal agencies, and employees.
- Must be willing to place themselves into Immediately Dangerous to Life and Health (IDLH) environments when necessary.
- May respond and assume command of any emergency or incident to ensure the safe and efficient mitigation of the incident with emphasis on the safety and well-being of all Department personnel, victims, and the public.
- Respond to fire scenes and participate in the fire investigation process with the fire inspector, state, and local officials.
- Manages the Department Emergency Management Plan.
- Attends seminars, conferences, and training courses; keeps abreast of technological advances relating to fire suppression, emergency medical services, and fire prevention activities.
- Participates in the Department's Physical Fitness Program.
- Performs public relations activities by speaking at public functions, responding to complaints, and/or inquiries from the general public, local businesses, news media, City officials, and other agencies, in writing, in person, and over the telephone regarding the activities and programs of the Fire Rescue Department.
- Directs personnel in a realistic, objective, and consistent manner.
- Ensures that all personnel management practices and actions are in compliance with the Fair Labor Standards Act, the City's Personnel Policies and Procedures, the Collective Bargaining Agreement, and other applicable State and Federal laws, rules, and regulations as may be in effect from time to time.
- Directs and assists in the development of and participates in promotional assessment procedures and practices.
- Practices and enforces Department Rules and Regulations, City Policies and Procedures and Collective Bargaining Agreement.
- Ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services by the Department/Division and to promote team unity.
- Ensures Department/Division employees are cognizant of creating good public relations in the performance of their duties and performs their assigned tasks accordingly.
- On a bi-annual basis, objectively and consistently evaluates employees for efficiency and effectiveness utilizing the City's established Employee Performance Appraisal System or career counseling process.
- Tactical critiques, recommends and/or administers discipline.
- Assists in the development of and participates in promotion/assessment procedures and practices.
- Develops Strategically Tactical Plans for combat fire problems and critiques the techniques used to maintain their continued effectiveness.
- Performs quality assurance activities including monitoring the effectiveness of training programs by measuring outcomes, monitoring quality of service, and providing recommendations for improvement or the addition of new programs.
- Develops plans regarding disaster preparedness including hurricanes, hazardous materials, among



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others.

- Prepares activity reports, identifying accomplishments and future for the Department.
- Determines the training needs of assigned personnel.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

Graduation from a regionally accredited college or university with a Bachelors' Degree in Fire Science, Public Administration, Business Administration, or ability to complete degree within four years of hire date. At least five years' experience in the Fire Service. Must be a non-smoking/non-tobacco using person, both on and off the job, for at least one year prior to the time of employment and maintain the same status throughout the term of employment. Shall successfully pass any Department administered or required written or oral examinations prior to employment.

### PREFERRED SKILLS

#### *Knowledge*

- Extensive knowledge of the appropriate procedures and methods used in providing safety and comfort in the handling and treating of patients.
- Extensive knowledge of pre-hospital patient care for Basic and Advanced Life Support.
- Extensive knowledge of fire suppression and prevention methods, procedures, and techniques.

#### *Abilities*

- Establish and maintain effective working relationships with all employees within the Department, the Division, City Manager, and general public as necessitated by the work.
- Communicate clearly and concisely, both orally and in writing.
- Organize and direct firefighting and emergency medical services of broad scope and complexity.
- Effectively and efficiently plan, assign, supervise, evaluate, and direct assigned personnel to maximize the efficiency and effectiveness of the delivery of services by the Department and to promote team unity.
- Use considerable independent judgment and discretion in routine and non-routine situations which may occur.
- Regulate and control firefighting and emergency medical programs, expenditures, and equipment.
- Apply analytical skills for all related activities and interpret data for making effective decisions, recommendations, reports, etc., among others.

### ADDITIONAL NOTES

Excellent physical condition and the ability to pass a physical examination by the City's contracted physician as prescribed by the Florida Firefighters Standards Council.

*The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.*

**NOTE:** Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form. The application form is located under the Employment Opportunities tab on the City website [www.madeirabeach.gov](http://www.madeirabeach.gov).

All applications will become public record under Florida law. AA/EOE/DFWP



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*Submit complete application for employment to: Karen Paulson, Human Resources Coordinator*