



Job Title:	Fire Chief		
Department/Group:	Fire Department	Supervisor: City Manager	
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$102,301.93 – 167,708.08 Annually	Position Type:	Full Time
HR Contact:	Human Resources Coordinator (727) 391-9951	Date Posted:	7/10/2020
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	7/17/2020
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Fire Chief Attention: Recruiting or Human Resources Department		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
<p><i>ROLE AND RESPONSIBILITIES</i></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. 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"> • Represents the City at Municipal, County, and State meetings in areas of mutual aid, labor relations, and other fire rescue related subjects. • 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. • Responsible for interviewing, training, motivating, evaluating, and disciplining 			



employees of the Department.

- Responsible for recommending to the City Manager the hire, promotion, and termination of employees.
- 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.
- Establishes departmental goals and objectives; develops, implements, reviews, evaluates, and revises plans towards reaching the established goals and objectives.
- 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 effective 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 maximizing 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.
- Responds 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. Introduces new trends and initiatives to department and the City.
- 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.



- Ensures department/division employees are cognizant of creating good public relations in the performance of their duties and perform 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.
- Provides tactical critiques, recommends and/or administers discipline.
- 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 others.
- Prepares activity reports, identifying accomplishments and future for the Department.
- Determines the training needs of assigned personnel.
- Performs other related duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelors' Degree in Fire Science, Public Administration, Business Administration, or ability to complete degree within four years of hire date.
- Eight (8) years of experience in the Fire Service. A portion of experience must be in supervisory, command, or administrative roles.
- Valid Florida driver's license.
- Florida Firefighter II certification.
- Certified Paramedic.
- 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 QUALIFICATIONS

- Master's degree in Fire Science, Public Administration, Business Administration or a related field.
- Previous Fire supervision experience with the City of Madeira Beach.
- Previous experience as a Assistant Fire Chief.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of collective bargaining agreements and ability to apply fairly and consistently.
- 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.
- 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.
- Ability to establish and maintain effective working relationships with all employees within the department, the division, City Manager, elected officials, and the general public as necessitated by the work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Skilled in organizing and directing firefighting and emergency medical services of broad scope and complexity.
- Ability to 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.
- Skilled in applying considerable independent judgment and discretion in routine and non-routine situations which may occur.
- Ability to regulate and control firefighting and emergency medical programs, expenditures, and equipment.
- Ability to apply analytical skills for all related activities and interpret data for making effective decisions, recommendations, reports, etc., among others.

PHYSICAL REQUIREMENTS

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.

Prolonged periods of walking, standing, and sitting in surfaces that may be uneven or in hazardous areas. Ability to hear and communicate over radios, phones, and in-person. Physically able to operate fire equipment, wear fire gear, and carry/lift up to fifty (50) lbs.

ENVIRONMENTAL CONDITIONS

Work is performed indoor and outdoor with exposure to heat, noise, hazardous materials, various weather conditions, smoke, dim and bright lights, and stressful atmospheres during emergency situation.

ADA COMPLIANCE

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



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.

Cover letters and resumes may be included but are not accepted in lieu of application form.
All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator
300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	