

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: DIVISION CHIEF – FIRE (Job Code 418).

GENERAL STATEMENT OF JOB

Under the direction of the Fire Chief, this position is assigned by the Fire Chief. This position performs administrative and management duties in the operations of the fire department. Position provides oversight to emergency operations and personnel assigned to fire stations. Coordinates emergency operations issues with the shift Battalion Chiefs. The position may be responsible for recommending the design, evaluation and purchase of vehicles and other fire-related equipment for the department. The position may function as the city's Fire Code Official and Plans Examiner and performs and assigns fire inspections. Duties include investigations concerning cause and origins of fires, and subsequent record and report preparation. Position performs the duties of a state certified Firefighter on an as needed basis. Performs other duties as directed by the Fire Chief.

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 the 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.

Participates in the overall operation and direction of the department in a variety of administrative duties.

Makes recommendations to the Fire Chief concerning discipline, working conditions, assists and supervises subordinates in the development and implementation of department procedures.

Participates in hiring, recommends promotions, transfers and discipline and evaluates employees.

Represents the department in various committee meetings including advisory committees, development review committees, fire code committees, City workgroups, etc.

The Division Chief serves as the liaison with various department and agencies such as the Police Department, Communications, Public Works Department and the City of Coconut Creek.

Responds to major emergencies including but not limited to fires, medical calls, hazardous material emergencies and natural disasters. Assumes various duties in the Incident Management System; Incident Commander and Safety Officer.

Prepares and/or reviews numerous administrative and operational reports.

Depending on assignment, the Division Chief may also:

Make recommendations for equipment; purchases equipment.

Writes and reviews vehicle specifications.

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Meets with shift officers, ensuring the daily operations are run consistently and efficiently.

Coordinate and direct the department's training program and EMS operations in conjunction with other department staff officers.

Ensures adequate station and unit staffing.

Reviews project development plans, researches and reviews fire codes, interprets fire codes, and presents conclusions and recommendations as the city's Fire Code Official.

Administers and controls the city's Hazmat policy and procedure, locating, tracking, and ensuring appropriate licensing.

Reviews building plans and water distribution plans for code compliance, and plans for fire alarms, sprinkler systems, gas installations, and fire suppression.

Maintains interaction with architects, engineers, contractors, etc., regarding potential and current construction projects and fire code compliance.

Inspects new building construction, fire alarms, sprinkler systems, and existing buildings for fire code compliance.

Investigates citizen complaints, prepares and files inspection records, and performs follow-up on code violations and referrals.

Performs administrative tasks, i.e., emergency planning for disaster response, development of the department budget, personnel scheduling and certification, equipment inventory maintenance, public speaking, education, and community relations.

Investigates fires for cause and origin and prepares reports on investigation activities and conclusions.

Schedules, assigns work, and delegates authority to department personnel; supervises subordinates in the performance of assignments.

Tests life safety equipment operations for response readiness.

Act as department liaison in various county and state Fire/EMS organizations, with the various receiving hospitals, with the medical director, and with various institutions of paramedic training.

Performs Emergency Response duties as assigned.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Fire Science or related field, supplemented by seven (7) years in Margate Fire Rescue with progressively responsible experience in fire service, including three (3) years at a Captain level. Must be a State certified Firefighter/EMT or Paramedic. Valid State of Florida driver's 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, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern principles, methods and equipment for an efficient, effective Fire and Emergency Medical Service.

Knowledge of the development, management, and practices of Fire and EMS 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.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date