

FIRE CHIEF

SUMMARY:

Under general direction, directs and supervises through subordinate supervisors the service delivery of the Fire Department; manages the administration, supervision and operation of fire rescue and emergency services. Plans and directs the activities of fire/rescue and emergency services operations including formulation of policies and procedures, the ongoing development of staff, budgeting, purchasing and program implementation; advises the City Administration regarding the protection of life and property of citizens; serves on the City Administrative Management Team; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Plans and controls administrative activities of operations including hiring, promotions, and work assignments.
2. Works closely with union executive board to foster productive and progressive labor/management relations.
3. Develops and implements short and long term department goals, objectives, programs and strategic plans in concert with the City's mission and strategic plans.
4. Ensures consistency and fairness in the supervision, training and development, performance evaluation and discipline of department personnel.
5. Prepares, administers, abides by and enforces City policies, procedures, rules and regulations to create a productive and issue-free work environment.
6. Prepares, administers and monitors expenses to result in responsible fiscal stewardship achieving the department budget or less.
7. Advises the Mayor and City Administrator regarding public safety issues.
8. Attends staff, task force and special meetings as part of City Management Team.
9. Prepares and oversees the preparation of recurring and ad hoc reports related to the department.
10. Evaluates, plans and implements emergency management services and fire protection needs for the City and department.
11. Recommends codes and ordinances for fire safety and fire prevention programs.
12. Evaluates Assistant Chiefs' performance and department operations for effective operation.
13. Directs emergency services and fire rescue disaster preparedness planning and operations.
14. Attends and participates in fire service meetings and conferences at the local, state, regional and national level in order to stay current of changes evolving in the profession.
15. Performs other duties and special projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge the Incident Command System and Personnel Accountability System.
- Knowledge of local, state and federal laws and ordinances related to fire prevention, public safety, hazardous materials, emergency medical services, and arson investigation and the ability to apply this knowledge to varied fire control and prevention problems.
- Knowledge of the use and operation of a wide variety of fire motorized and auxiliary apparatus.
- Thorough knowledge of comprehensive risk and safety goals.
- Thorough knowledge of the principles and practices of municipal budget preparation, presentation, implementation, and administration.
- Highly skilled and committed to regular and clear lines of communication and interaction with Departments staff, other departments, the City Administration, elected officials and the public.
- Demonstrated comfort and experienced in media relations and interactions with print and electronic media.
- Demonstrated leadership of a department, or a division within a department, which has emphasized proactive and preventative activities, customer service and effective performance standards.

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- Highly experienced dealing with union negotiations, grievance and arbitration processes and a proven ability to build consensus in a union environment.
- Knowledge of modern firefighting/emergency/rescue tactics and principles, fire investigation and prevention.
- Skilled in developing, implementing, abiding by and enforcing City policies, procedures, rules and regulations.
- Exceptional communications skills and demonstrated methods of communicating with members of the Fire Department at all levels.
- Demonstrated skill in defining clear goals, vision and direction for departmental personnel and the proven ability to maintain distinct levels of accountability.
- Skilled in operating standard office equipment including a personal computer and related MS software.
- Insight and experience in working within an increasingly diverse workforce.
- Knowledge of the principles of personnel management and employment law and demonstrated application within a fire department in a union environment.
- Demonstrated ability building high performance teams.
- Demonstrated ability to implement and manage change in a diverse environment.
- Prioritization skills to maximize utilization of existing resources and development of future additional resources, including grants and other external resources.
- A demonstrated record of cooperation and functioning as a team player.
- Proven ability to build consensus from differing points of view and accessibility to the community and departmental employees.
- Possession of interpersonal skills and a proven ability to establish and maintain effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work generally in an office setting. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Ten (10) years of increasingly responsible experience in fire rescue, emergency medical service operations and/or fire prevention, to include seven (7) years supervisory/managerial experience. Prefer, two (2) years of service at the chief officer level. Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, Fire Science, Emergency Medical Services, or related field, or any equivalent combination of training and experience. Must possess certification as a Firefighter and, EMT or Paramedic (Paramedic, desirable). A valid driver's license is required and must not, within the last three years, have been convicted of reckless driving or driving under the influence of alcohol or controlled substances and have not had a driver's licenses suspended under the point system provided for in Chapter 322, Florida Statutes. Completion of the Executive Fire Officer Program from the National Fire Academy highly desirable but not required. Must comply with Florida Statute 112 regarding tobacco products and during their term of employment shall remain tobacco free.