

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 740

DIVISION CHIEF (Fire)

GENERAL

Responsible, administrative and technical work in assisting in the direction and activities of the Municipal Fire Department.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Inspects stations and equipment for proper appearance and condition.
- Reviews and assures compliance with fire department standards.
- Assists with the development of and review of training curriculum.
- Directs and oversees inspection of buildings and premises for familiarization purposes.
- Inspects buildings and premises for unsafe conditions of fire hazards.
- Prepares reports concerning personnel and activities. Plans and supervises the work of subordinate personnel.
- Reviews building plans involving fire prevention, building codes, ordinances, statute and protective equipment.
- Plans and enforces departmental safety rules and work habits.
- Responsible for the Fire Department property control and oversight of operational expense budget.
- Develops specifications for apparatus and equipment replacement program.
- Develops long range planning for Fire Department in the area of emergency management and disaster preparedness.
- Prepares budget estimates of anticipated expenditures.
- Responds to alarms and directs firefighting and EMS operations as necessary.
- Investigates fires to determine their cause and collects evidence as necessary.
- CAD review, modification and development.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern firefighting methods and ability to apply this knowledge to varied fire control and prevention problems. Knowledge of laws, rules and regulations relating to fire control and prevention. Ability to instruct personnel in proper methods and techniques in the prevention and suppression of fires and other emergencies. Ability to communicate effectively both orally and in writing. Ability to interact effectively with the public.

MINIMUM QUALIFICATIONS

Associates degree in EMS, Fire Science or in Public Management with Fire Science option. Five years experience as a Battalion Chief or company officer in all phases of fire operations. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. May be necessary to respond to an emergency situation in which walking, running, climbing, reaching, bending, lifting, pushing and pulling 100 lbs. or more is required and the ability to respond quickly. The noise level in this environment is usually quiet, but may be loud in rescue situations.

SPECIAL REQUIREMENTS

Possession of a valid, class D driver's license and an acceptable driving record. State Certified Firefighter and paramedic.

Rev. 12/02

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.