

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 750

FIRE CHIEF

GENERAL

Responsible managerial, administrative, professional and technical position directing all 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.)

Plans departmental operation with respect to equipment, apparatus and personnel, and supervises the placing of such plans into effect.

Issues orders for improvement of work methods and for enforcing rules and regulations.

Prepares budget estimates of anticipated expenditures and needs and is responsible for keeping within budgets as approved.

Assigns personnel and equipment to such duties and uses as the service requires. Evaluates the need for and requisitions new apparatus and supplies.

Responds to major alarms and personally commands firefighting operations. Investigates the source and circumstances of fires to detect their causes.

Investigates the source and circumstances of fires; directs the inspection of buildings

Analyzes EMS transportation revenue reports and collection data; analyzes activity reports for response times, patient care etc.

Generates reports for Commission and City Manager containing EMS times revenue generation, number of responses, etc.

Enforces fire prevention regulations and takes action to secure abatement of fire hazards.

Supervises the operation of departmental in-service training of personnel.

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 the use and operation of a wide variety of fire motorized and auxiliary apparatus. Thorough knowledge of laws, rules and regulations relating to fire control and prevention. Knowledge of the geography of the City. Ability to communicate effectively both orally and in writing. Ability to interact effectively with the public.

MINIMUM QUALIFICATIONS

Bachelor's degree in Fire Science, Business Administration, Public Administration or a related field. Or, a four-year graduate from the National Fire Academy, Executive Fire Officer Program. Extensive experience in a supervisory and administrative position in all phases of Fire Operations which provides the knowledge, skills and abilities. Must meet State of Florida Minimum Standards. A comparable amount of training or experience may be substituted for the minimum qualifications.

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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, appropriate driver's license and an acceptable driving record. State Certified Firefighter, EMT or paramedic. EVOC, CPR or ACLS, HAZMAT, 1st Responder instructional techniques for company officers, fire codes and prevention.

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