

Job Classification:
Job Code:

Old

**Fire Chief
1043**

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in the appropriate discipline and;
- ✓ Seven (7) years of pertinent experience, four (4) of which must have been in a supervisory capacity.
- ✓ Two (2) years of pertinent experience may be substituted for one (1) year of college for up to two (2) years of college or college beyond the Bachelor's Degree may be substituted for experience on a two (2) to one (1) ratio. For example, a Master's Degree in the appropriate field is equivalent to one (1) year of experience.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is highly administrative and supervisory work in the direction of fire suppression and prevention activities of the City.

An employee in this class serves as the chief executive officer of the Fire Department. The work includes responsibility for staffing, training, budgeting and all other administrative matters; for the promotion of fire prevention measures; and for the development and improvement of the department to keep abreast of changing local conditions and technological changes in fire fighting and fire prevention. Work includes the formulation of working policy and procedures in accordance with general policy directives of the **Mayor or designee**. Supervision is exercised over professional, technical and clerical staff. Work is evaluated through accomplished results.

Examples of Work:

- Plans, directs, and coordinates the work of the Fire Department.
- Prepares budget estimates and controls expenditures of departmental appropriations.
- Directs, through subordinate officers, the operations of the department in all areas of fire fighting and fire prevention; directs activities at large fires.
- Supervises all administrative matters of the Fire Department, **such as hiring, assigning, and disciplining of personnel**; the requisitioning of materials, supplies, equipment, and apparatus.
- Directs the maintenance, repair, replacement, and improvement of fire fighting equipment, quarters, apparatus, and the alarm system.
- Directs, through subordinate officers, the training of fire fighting personnel in methods of fire fighting and the use of equipment.

Fire Chief (continued)

- Participates in civic programs, civil defense activities, and fire prevention and safety campaigns.
- Attends meetings and conferences and gives talks before large groups and over communications media.
- Conducts regular conferences with subordinate officers and section heads and reviews request and records to determine compliance with policies and rules.
- Formulates policies and procedures utilizing staff participation.
- Selects personnel for the department.
- Participates in the training and development of personnel.
- Responsible for various personnel matters (i.e., disciplinary action, etc.)
- Make periodic inspections to assess operation and determine needs.
- Prepares and maintains technical and administrative operating records and reports.
- Acts as a liaison with Federal, State, local and other agencies.
- Performs related work assigned by the Mayor or designee.

Knowledge, Skills and Abilities:

- Extensive knowledge of modern fire fighting and fire prevention methods.
- Extensive knowledge of modern fire fighting equipment and apparatus.
- Extensive knowledge of modern management techniques and methods as they apply to the administration of fire fighting and fire prevention activities.
- Thorough knowledge of the City building code, especially as it applies to fire prevention, fire fighting, and fire safety.
- Thorough knowledge of the geography and street layout of the City.
- Thorough knowledge of administrative procedures and departmental rules and regulations.
- Thorough knowledge of pertinent Federal, State and local laws and ordinances governing the activities of the department.
- Knowledge of modern management techniques and methods.
- Ability to supervise the work of others.
- Ability to make and carry out long term plans and programs.
- Ability to plan, layout, and direct the work of a large number of subordinates under emergency conditions are in routine work.
- Ability to command respect and maintain discipline.
- Ability to plan, assign and evaluate the work of professional, technical and clerical subordinates.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to speak and write effectively.
- Ability to prepare clear, concise and comprehensive reports.

Fire Chief (continued)

- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions, and risk of electrical shock.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/01/02 tk

Rev.: 2/10/04 tkw, 9/18/13 tkw

NEW 3/16/16

Job Classification:
Job Code:

Fire Chief
1043

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in the appropriate discipline and;
- ✓ Seven (7) years of pertinent experience, four (4) of which must have been in a supervisory capacity.
- ✓ Two (2) years of pertinent experience may be substituted for one (1) year of college for up to two (2) years of college or college beyond the Bachelor's Degree may be substituted for experience on a two (2) to one (1) ratio. For example, a Master's Degree in the appropriate field is equivalent to one (1) year of experience.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is highly professional, supervisory and administrative work as Fire Chief for the City of Pensacola.

An employee in this class serves as the chief executive officer of the Fire Department. The work includes responsibility for staffing, training, budgeting and all other administrative matters; for the promotion of fire prevention measures; and for the development and improvement of the department to keep abreast of changing local conditions and technological changes in fire fighting and fire prevention. Work includes the formulation of working policy and procedures in accordance with general policy directives of the City Administrator. The Mayor shall appoint the Fire Chief, with the consent of the City Council by an affirmative vote of a majority of City Council Members. Supervision is exercised over professional, technical and clerical staff.

Examples of Work:

- Plans, directs, and coordinates the work of the Fire Department.
- Prepares budget estimates and controls expenditures of departmental appropriations.
- Directs, through subordinate officers, the operations of the department in all areas of fire fighting and fire prevention; directs activities at large fires.
- Supervises all administrative matters of the Fire Department, such as the requisitioning of materials, supplies, equipment, and apparatus.
- Directs the maintenance, repair, replacement, and improvement of firefighting equipment, quarters, apparatus, and the alarm system.
- Selects personnel for the department, participates in the training and development of personnel, and responsible for various personnel matters (i.e., disciplinary action,

Fire Chief (continued)

etc.) in cooperation with Human Resources.

- Serves as the City's Emergency Management Coordinator.
- Directs, through subordinate officers, the training of fire fighting personnel in methods of fire fighting and the use of equipment.
- Participates in civic programs, civil defense activities, and fire prevention and safety campaigns.
- Attends meetings and conferences and gives talks before large groups and over communications media.
- Conducts regular conferences with subordinate officers and section heads and reviews request and records to determine compliance with policies and rules.
- Formulates policies and procedures utilizing staff participation.
- Make periodic inspections to assess operation and determine needs.
- Prepares and maintains technical and administrative operating records and reports.
- Acts as a liaison with Federal, State, local and other agencies.
- Performs related work assigned by the City Administrator.

Knowledge, Skills and Abilities:

- Knowledge of modern firefighting and fire prevention methods.
- Knowledge of modern firefighting equipment and apparatus.
- Knowledge of modern management techniques and methods as they apply to the administration of fire fighting and fire prevention activities.
- Knowledge of the City building code, especially as it applies to fire prevention, fire fighting, and fire safety.
- Knowledge of the geography and street layout of the City.
- Knowledge of administrative procedures and departmental rules and regulations.
- Knowledge of pertinent Federal, State and local laws and ordinances governing the activities of the department.
- Knowledge of modern management techniques and methods.
- Ability to supervise the work of others.
- Ability to make and carry out long term plans and programs.
- Ability to plan, layout, and direct the work of a large number of subordinates under emergency conditions are in routine work.
- Ability to command respect and maintain discipline.
- Ability to plan, assign and evaluate the work of professional, technical and clerical subordinates.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to speak and write effectively.
- Ability to prepare clear, concise and comprehensive reports.

Fire Chief (continued)

- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions, and risk of electrical shock.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/01/02 tk

Rev.: 2/10/04 tkw, 9/18/13 tkw, 3/14/16

