

**City of Coconut Creek
Job Description**

Job Title: Assistant Fire Chief
Department: Fire
FLSA Status: Exempt

General Purpose:

This is an at-will Administrative Officer position, performing administrative and managerial work with responsibilities for assisting in directing the activities of the Fire Rescue Department. Work involves assisting in the operational and management responsibilities for the administration, coordination and planning of all Department activities including career and paramedical services, fire operations and suppression, support services, fire and EMS training, equipment and fleet purchases, hazardous materials and special rescue service activities within the limitation of laws, regulations, and policies of the City and the State of Florida. Although subject to the general direction of the Fire Chief and/or Deputy Chief, work requires independent judgment based on an extensive depth of expertise and knowledge, and management direction is exercised directly or through subordinate supervisors over all departmental employees.

Examples of Essential Functions:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists the Fire Chief in the overall direction, planning and implementation of departmental goals and objectives; coordinates and integrates all activities toward achievement of established goals and objectives; develops and implements departmental policies and procedures
- Supervises staff, including hiring, assigning tasks and projects, reviewing work and assisting staff with prioritization and completion of assignments, approving leave and overtime requests, evaluating performance and recommending and issuing disciplinary actions as needed, coaching and mentoring staff, and providing opportunities for growth through work assignments and training
- Directs a staff of professional, supervisory, technical, and support employees engaged in all phases of the operations and administration of short and long term fire prevention, fire inspection, and fire and EMS activities/programs for the City
- Identifies, develops and implements short and long term goals and programs consistent with the City's goals and objectives
- Assists in the development and administration of departmental budget consistent with the City's goals and objectives, assuring compliance with financial management policies and procedures; monitors and evaluates systems for internal budget controls

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- Researches Fire Rescue Department and emergency medical service budgetary requirements, drafts grant proposals, and administers grant funding
- May act in the capacity of the Fire Chief in his/her absence
- Provides professional direction and advising to departmental professional and technical staff
- Attends and represents department at various executive meetings for the dissemination of information; prepares departmental management meetings for dissemination of information; attends professional seminars, training conferences and meetings; represents the City's Fire Rescue Department at various events, meetings or conferences
- Keeps Chief and Deputy Chief apprised of all operational issues, including but not limited to personnel matters, equipment issues, serious calls, trends, etc.
- Ensures the Department is prepared for County and State EMS inspections
- Oversees development and coordination of research and development processes related to EMS equipment and services
- Manages the development and implementation of EMS protocols both at the local, county and state level
- Oversees procurement of equipment or supplies for assigned areas of responsibility
- Ensures Fire/EMS data is reviewed for the purpose of establishing trends and developing models that can be used for quality improvement
- Develops and maintains relationships with stakeholders throughout the community
- Designs and implements a quality assurance program
- Performs other related duties as assigned and/or required

Minimum Qualifications:

Bachelor's Degree from an accredited college or university in Fire Science, Emergency Medical Services, Public Administration, or a related field that qualifies for supplemental compensation pursuant to Florida Statute 633.422; supplemented by at least eight (8) years of experience as a firefighter/paramedic, including three (3) years as a Chief Officer in a Fire Rescue agency.

Possession/maintenance of the following certifications/training:

- Florida Driver's License with acceptable driving record
- Certification by the State of Florida as a Firefighter pursuant to Florida State Statutes 633.412
- Certification by the State of Florida as a Paramedic
- Certification by the State of Florida as a Fire Officer II within twelve (12) months from date of hire/promotion
- Designation as either a Chief Fire Officer, Chief Emergency Medical Service Officer, Chief Training Officer, or Fire Marshal by the Center for Public Safety Excellence (required within twenty-four (24) months of hire/promotion)

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- Completion of the National Fire Academy's Executive Fire Officer Program (preferred)
- Completion of appropriate level of National Incident Management System (NIMS) training is mandatory within one year of employment

This is a designated emergency management position in the City's Emergency Operations Plan and will require the employee occupying this position to work during declared emergencies.

SUPPLEMENTAL INFORMATION:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Knowledge, Skills, and Abilities:

- Knowledge of current principles and practices of fire prevention/suppression/rescue and paramedic work, governing laws, ordinances, policies and procedures
- Knowledge of modern rescue, extrication, life support, and transportation techniques; movement of patients and psychological needs of patients
- Knowledge of emergency room procedures as related to EMS
- Knowledge of effective management methods, practices and techniques
- Knowledge of municipal budget and procurement procedures and practices
- Knowledge of EMS protocols, preferably within Broward County
- Skill in budgeting and controlling budgetary expenditures
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations
- Skill in operating basic office equipment
- Skill in accessing, operating and maintaining various software applications, including Microsoft Office products, with the ability to learn new software
- Ability to organize, direct, monitor and evaluate the work of employees engaged in administrative or fire suppression and emergency medical service activities
- Ability to effectively deploy ICS/IMS, NIMS and take command as necessary
- Ability to understand and follow written and oral instructions in English
- Ability to clearly communicate information both orally and in writing
- Ability to make decisions readily, render judgment, take action or commit oneself in life or death situations
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities
- Ability to maintain composure under emergency situations; work effectively under stressful conditions
- Ability to demonstrate behaviors that support the City's mission and core values

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- Ability to be ethical and fair while representing the City, including adherence to all workplace policies that support ethical business practices and standards of conduct
- Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation
- Ability to regularly attend work and arrive punctually for designated work schedule

Physical Requirements:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time standing and/or walking.

Environmental Requirements:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

Sensory Requirements:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

Time Analysis for Florida Retirement System application requirements:

- Supervision of and participation with Special Risk (Firefighter/Paramedics) staff whose duties include firefighting and life safety – 70%
- Performs fire prevention training and public education –20%
- Miscellaneous related duties – 10%

**City of Coconut Creek
Job Description**

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date