

**City of Coconut Creek  
Job Description**

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

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**General Purpose:**

This is an at-will Administrative Officer position, performing director level work in the Fire Rescue Department. The Fire Chief plans and directs the activities of the Fire Rescue Department to preserve life and property through emergency medical services, fire suppression, risk reduction, public education and community partnerships. The Fire Chief oversees the personnel, budget, contract administration, contractual services, fire administration, fire suppression, rescue operations, community risk reduction (fire prevention & public education, fire inspection, fire investigation), emergency medical services and the training center, while ensuring compliance with related laws, regulations, and policies of the City and the State of Florida. 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.

- Provides leadership and oversight to all Fire Rescue Department operations
- Ensures the planning, direction and supervision of activities pertaining to personnel performing fire inspection, fire prevention, fire suppression, hazard mitigation and emergency medical services
- Directs the preparation of reports for City officials
- Prepares department budget, requisitions supplies and approves payroll
- Reviews and approves reports on departmental activities
- Supervises the preparation and maintenance of records and reports
- Meets with community groups and officials to explain and improve departmental programs; prepares articles and delivers speeches
- Attends conferences and meetings on emergency medical services, fire prevention and development
- 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

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- Supervises subordinate officers in the development and operation of fire training and fire prevention programs
- Responds and takes charge of emergency calls when off-duty as necessary
- Makes assignments and supervises subordinate officers in the care and maintenance of stations and equipment
- Ensures the testing of equipment, inspections of personnel, equipment, and quarters through the Logistics section
- Directs through the Deputy/Assistant Fire Chief fire prevention and arson investigation activities and ensure coordination of activities involving local, state and federal agencies
- Through the Deputy/Assistant Fire Chief, directs all activities of the prevention division including administration of city codes as adopted; makes recommendations to the City Manager for the establishment and maintenance of an adequate fire defense; initiate and advise on the development of city ordinances and regulations; revises, develops, and enforces fire codes as applicable
- Coordinates activities of the department with those of departments responsible for water service on problems relative to fire protection
- Studies the standard rating schedule of the Insurance Services Office and prepares plans to initially achieve and then maintain a high rating for the City
- Attends Senior Management meetings, Commission meetings and important events/meetings as necessary
- 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 ten (10) years of experience as a firefighter/paramedic, including at least four (4) 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
- Designation as a Chief Fire Officer by the Center for Public Safety Excellence or Completion of the National Fire Academy's Executive Fire Officer Program
- Certification by the State of Florida as a Fire Officer IV within two (2) years from date of hire/promotion
- Completion of appropriate level of National Incident Management System (NIMS) training is mandatory within one year of hire/promotion. This is a designated

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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 continuous improvement and high-quality standards, innovation, and business planning
- 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
- Skill in negotiation and experience managing a collective bargaining unit
- 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

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- Ability to demonstrate behaviors that support the City's mission and core values
- 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, partnerships involving mutual aid agreements, 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 occasional 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 – 80%
- Performs fire prevention training and public education –10%
- Miscellaneous related duties – 10%

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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.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date