

**City of Coconut Creek
Job Description**

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

General Purpose:

Under the general direction of the Assistant/Deputy Fire Chief and working closely with the Battalion Chief, this position requires advanced technical, administrative, and supervisory work related to Fire Operations, Emergency Medical Services, and general emergency services activities. This individual will be responsible for performing a variety of technical, administrative, supervisory and instructional skills related to, but not limited to research and development, policy and protocol creation and implementation, budget, training, supplies coordination, equipment, Quality Assurance and Quality Improvement program; as well as coordinating and supervising personnel.

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.

- Plans, organizes, implements, and oversees all daily activities, operations, and programs for the assigned division
- 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
- Ensures adequate staffing in compliance with department policies
- Implements and tracks all required and assigned training for divisions and ensures it has been completed by the set deadline
- Coordinates with other governmental agencies in deployment of inter-local agreements, grant proposals, and other collaborative efforts
- Coordinates all required training in cooperation with the Deputy/Assistant Chief to ensure that all State and Federal regulations are met for license renewals
- Assists in the preparation of the annual Fire Department budget
- Assists in preparation for County and State EMS inspections
- Assists with the development and coordination of research and development processes related to EMS equipment and services
- Participates actively in the development and implementation of EMS protocols both at the local, county and state level

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- Provides input and recommends procurement of equipment or supplies for assigned areas of responsibility
- Assists with all matters related to EMS equipment, including maintaining an inventory of all medical equipment and supplies, and developing replacement programs for all equipment associated with emergency medical services as required by the Fire Chief
- Evaluates EMS data for the purpose of establishing trends and developing models that can be used for quality Improvement
- Assists in developing and maintaining relationships with stakeholders throughout the EMS community (Medical Director, Hospital Administrators, Other partners in the pre-hospital care in the community)
- Assists in the design and implementation of 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 seven (7) years of experience as a firefighter/paramedic, including three (3) years at the Captain level.

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)
- 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

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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 supervisory methods, practices and techniques
- Knowledge of municipal budget and procurement procedures and practices
- 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
- 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

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Physical Requirements:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects or materials (up to 50 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%

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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.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date