


East Lake Tarpon Special Fire Control District

	<i>SOP 208 Job Description-Fire Chief</i>	
	Implementation Date: 11/2000	Revision Date(s): 08/23/2011
		Reviewed Date(s):
	Forms or Attachments: None	

POSITION TITLE: Fire Chief

IMMEDIATE SUPERVISOR: East Lake Board of Fire Commissioners

EMPLOYMENT HOURS: 40 Hours

POSITION STATUS: Exempt

ACHIEVEMENT METHOD: Appointed by East Lake Board of Fire Commissioners

General Description

The position of Fire Chief is an administrative, management and technical position directing and controlling all operational components of the Department under the authority of the Board of Commissioners and within the scope of the established budget. The Fire Chief will perform all duties in accordance with applicable laws and existing Department policies and procedures.

Essential Job Functions

Plan organize and direct fire and rescue operations in accordance with NFPA standards, Pinellas County 600 series and Medical Operations Manual.

Provide overall leadership to the Department by maintaining effective communication within the Department hierarchy, encouraging feedback and promoting the Department vision through effective, quantifiable, goal oriented strategic planning.

Promote a team oriented environment which encourages the participation and professional growth of its members through continuing education programs, succession planning, and results oriented feedback and interaction conduits.

Assign projects, direct and supervise duties of the staff maximizing employees' skills, knowledge and abilities; oversee promotions and discipline

Work with staff to set and accomplish goals in the areas of training, maintenance, codes and code enforcement, management, public education, fire investigation and communications.

Periodically evaluate the effectiveness of Department services and take action as required for program enhancement or modification.

Develop and oversee the implementation of long and short range strategic planning for facilities, equipment and personnel requirements.

Receive, review and evaluate reports from subordinate personnel regarding Department activities

Receive and respond to inquiries and complaints from the public; notify and issue statements to the media regarding emergencies and Department programs.

Prepare the annual department budget for submittal to and approval by the Board of Commissioners and recommend the millage rate. Control Department expenditures

Administer labor agreements and serve as the Department's facilitator in negotiations

Minimum Requirements

- a. Education and Certification

Bachelor's degree in Public Administration, Business, Fire Science, Executive Fire Officer (NFA) or a related field.

Florida State Minimum Standards Certificate as a Firefighter as authorized by F.S.S. 633

Florida State Fire Officer I certification

Florida State EMT/Paramedic certification (Paramedic certification preferred).

Have and maintain a valid State of Florida drivers' license

Must be bondable

b. Knowledge, Skills and Abilities

Minimum of 15 years' experience in the Fire Service with at least 5 years in a supervisory position.

Effective written and oral communication skills

Physical requirements

Must meet the physical requirements of NFPA 1582.