



**FIRE CHIEF**  
**FLSA: Exempt**  
Grade: 40 \$93,303.45 - \$149,285.51

**GENERAL DEFINITION**

Directs administration of a comprehensive Fire Rescue and Emergency Medical Services program, with responsibility for the preparation of budgetary reports, audits and statements; analyzes and monitors the budget and expenditures. Responsible for the City's comprehensive response and preparation including, but not limited to, fire prevention and suppression, disaster and critical incident response, and basic and advanced life support, reporting directly to the City Manager. Authorizes release of all public communications as issued per the department. Position establishes policies, procedures and regulations for the department; makes overall decisions pertaining to firefighting and prevention operating standards within the limitations of laws, regulations and established policies; and approves training plans and programs. Work includes the preparation of the annual operations budget, specifications for new fire fighting equipment and apparatus, and recommendations for increase in facilities, equipment and personnel. Provides advisement and assistance directly to the City Manager in all aspects of the City's fire rescue services and emergency medical services functions.

This is a position in the non-classified service. The City Manager may, at his or her discretion, employ non-classified personnel with or without an employment contract. Work is performed independently under the general supervision of the City Manager or designee. The individual in this position makes significant decisions in accordance with City policies, procedures, law or regulatory requirements and makes major policy recommendations with organization-wide impact to the City Manager or designee.

**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

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- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Directs and administers the planning, organization, and operating policies and procedures with respect to equipment, apparatus, and personnel; provides recommendations regarding operating and capital expenditures for facilities, equipment, apparatus, and staffing.
- Oversees, approves, and administers regulatory compliance for the development, implementation, and delivery of comprehensive training and development programs for the department.
- Administers the compliance and enforcement of fire inspection and fire prevention laws and ordinances.
- Administers the preparation, review, and analysis of department budget(s), statistics, records and reports to ensure efficient operations, to meet service demands, and to comply with authorized requests for information regarding department activities and personnel.
- Attends regional, professional and other educational forums to maintain current knowledge of trends and developments in the industry of fire service.
- Addresses community groups, business and commercial interests, media representatives and other community-based entities to provide informational and educational programs explaining and promoting public understanding of departmental functions.
- Prepares and oversees preparation elements of the annual operating budget for the department and performs long-range planning regarding capital expenditures.
- Leads and facilitates meetings and conferences with senior management staff for the discussion and dissemination of department communications, e.g., directives, general orders, special orders, standard operating procedures, and new/modified policies and procedures.
- Conducts research and analysis on trends and developments in the industry for the purpose of developing and recommending new (or modifications to existing) policies and procedures to improve overall department operations.

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**KNOWLEDGE, SKILLS & ABILITIES**

- Comprehensive knowledge of the principles and practices applied to the organization, management, and administration of a comprehensive municipal fire rescue and emergency medical services function.
- Comprehensive knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects as may be assigned by City Administration.
- Substantial knowledge of pending and current legislation affecting the emergency response function as applied to current and projected demographic trends relevant to Florida.
- Substantial knowledge of the principles and practices of fire rescue and emergency medical services administration, including budget preparation and personnel management.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established code, ordinance, statutes and regulatory standards applicable to the work.
- Ability to evaluate, analyze, and provide recommendations regarding the provision of fire rescue and emergency medical services, or other information as may be determined by City Administration.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Executive-level interpersonal, leadership, planning, and management skills.
- Ability to communicate professionally verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

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**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Bachelor's degree from an accredited college or university in Fire Science, Business or Public Administration, or related field; supplemented by 10 or more years progressively responsible experience in fire rescue and emergency medical response functions, the majority of which shall be acquired at the management level with broad exposure to administrative aspects of the work, e.g., budget development and administration, human resources management, organization and delegation of responsibilities; Graduation for the Executive Fire Officer Program of the National Fire Academy preferred; or an equivalent combination of education, training and experience. Must have obtained State of Florida certification as Firefighter, Fire Officer I, Paramedic or related department certification.

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I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager Approval  
Civil Service Rule Sec 2-96

\_\_\_\_\_  
Date