

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

Job Title: Chief

Division: Fire and Emergency Medical Services

GENERAL DESCRIPTION:

Performs highly technical and administrative work in overseeing, coordinating, and managing the day-to-day combination fire and emergency medical services operations, activities, and functions of Fire and Emergency Medical Services. This position is responsible for ensuring quality fire fighting, fire rescue services, and emergency management services, plans, organizes, and implements programs within major organizational policies, and reports progress of major activities.

ESSENTIAL JOB FUNCTIONS:

1. Coordinates and manages the day-to-day operations, activities and functions of the Sumter County Fire and Emergency Medical Services.
2. Actively serves as the division head responsible for the deployment and utilization of firefighters and emergency medical personnel, equipment and support staff, and ensures compliance with policies, procedures, regulations, and safety standards.
3. Supervises the Deputy Fire Chiefs, Administrative Assistant, and Emergency Medical Services Contract
4. Responds to fire, rescue, and medical emergencies, as needed. Responds to hazardous materials incidents, as needed.
5. Performs command functions during emergency situations as needed.
6. Ensures compliance with appropriate regulations, policies, and procedures; develops and implements new policies, procedures, and programs.
7. Prepares various reports and records including, but not limited to, performance appraisals, purchases via request for proposals, bids, request for qualifications, and quotations, division standard operating procedures, and budgets. Provides fire related information to insurance companies, in conjunction with Risk Management.
8. Works closely with consultants in the development and updates of fire assessments and fire impact fees.
9. Conducts staff utilization analyses and prepares and presents a variety of statistical reports relating to the deployment of staff, equipment, and other resources (i.e. response times, personnel deployment, and equipment utilization).
10. Recommends and implements strategies for improved performance and efficiency.
11. Cooperates with other departments and local, state, and federal organizations to improve fire fighting methods and techniques within the county.
12. Monitors fire and emergency medical services communications activities and operations.

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13. Interacts and communicates with various individuals and groups including immediate supervisor, co-workers, direct reports, law enforcement personnel, general public, the media, and other governmental entities.
14. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
15. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of modern fire fighting, fire prevention, and emergency medical services techniques and developments.
- Knowledge of the use and care of modern fire rescue equipment.
- Knowledge of fire prevention laws, ordinances, rules and regulations.
- Ability to establish and maintain effective working relationships with employees, Paid-On Call Reservists, general public, and other agencies. Must be able to relate effectively to people in situations of high stress.
- Ability to plan, evaluate, assign, and coordinate activities performed by the Fire and Emergency Medical Services Division.
- Ability to plan, initiate, and carry out long-term programs in Fire and Emergency Medical Services
- Ability to prepare budgets, evaluations, division standards and operating procedures with proper format, punctuation, spelling, and grammar within set timelines.
- Ability to speak to co-workers, Paid-On Call Reservists, and the general public with poise, control and confidence.
- Ability to utilize mathematical formulas; add and subtract totals; multiply and divide; and determine percentages and decimals.
- Ability to read professional literature and technical manuals and write complex reports.
- Ability to remain calm in stressful emergency situations.
- Ability to take a team approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Ability to operate a personal computer or similar equipment.
- Ability to effectively supervise subordinate staff.
- Ability to negotiate, exchange ideas, information, and opinions with others to formulate policy and programs and arrive jointly at decisions, conclusions, or solutions.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Master Degree in fire science, fire administration, or public administration
- Ten (10) years of increasing supervisory experience in fire and emergency medical services..

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

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- Valid Certificate of Compliance issued according to the rules of the Department of Insurance, Division of State Fire Marshal, Chapter 69A-37 Firefighters Standards and Training Valid State of Florida Emergency Medical Technician (EMT) Certificate.

Valid State of Florida Paramedic Certificate is preferred.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Distinguish colors
- Moderate lifting and carrying (up to 45 pounds)
- Use of fingers
- Reach with hands and arms
- Sitting
- Walking
- Talking
- Standing
- Kneeling
- Bending
- Must be able to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside an office environment.
- Occasional exposure to wet or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, risk of electrical shock, explosives, risk of radiation and vibration.
- The noise level will be moderate.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

2/22/11