

City of Venice, Florida

Job Announcement No. 1544

Classification Title: Fire Chief

Department: Fire Department

Pay Grade: (Non-Bargaining) Grade 511

FLSA Status: Exempt

General Statement of Job

Plans, organizes, directs, and administers all operations of the Fire Department.

City Expectations:

All City of Venice employees are expected to demonstrate **PRIDE** in their jobs by being **Productive, Responsible, Innovative, Dedicated and Ethical.**

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Plans, organizes and directs all operations of the Fire Department. Functions as Authority Having Jurisdiction (AHJ).
2. Serves as Emergency Management and Disaster Coordinator for the City. Establishes emergency preparedness strategies with other City Departments, neighboring fire departments, and the community.
3. Develops and coordinates plans for effective fire prevention, suppression, and life-saving services.
4. Establishes and implements Fire Department goals, objectives, and priorities and administers policies and procedures.
5. Prepares, manages and oversees the department budget.
6. Makes presentations to City Council, public groups and community organizations.
7. Responds to a variety of emergency incidents.

8. Responsible for staying current with all modern firefighting methods, techniques and governing policies.
9. Responsible for hiring, transfer, suspension, promotion, discharge, discipline and evaluation of Fire Department employees.

Responsibilities:

Responsible for the overall efficiency and comprehensive operations of the Fire Department. Responsible in work to the City Manager.

Minimum Education and Training

A Bachelor's degree in Fire Science, Business Administration or Management; eight (8) years full time Firefighter experience and four (4) years experience as a fire service management level officer; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be a Florida State Certified Firefighter, EMT, Fire Officer I (Fire Officer II preferred), Fire Service Instructor I (Fire Service Instructor II or III preferred), and Fire Safety Inspector I (Fire Safety Inspector II preferred).

Minimum Qualifications and Standards Required

Skill Requirements:

Must possess innovative and strong leadership, communication and management skills. Extensive knowledge of the principles, practices and techniques of modern fire suppression, emergency medical services, and the use/maintenance of the various types of equipment and apparatus used in the Department. Must be able to work independently of direct supervision and capable of sustaining regular and predictable attendance. Ability to communicate effectively, prepare clear/concise reports and make presentations at meetings. Ability to establish and maintain effective working relationships with other city departments, elected officials, other public safety agencies, the media, and the general public. Possess a valid Florida Driver's license, free of any serious violations.

Requires a working knowledge of Microsoft office 2003 or higher to include Word and Excel. Must have a basic understanding of Windows operating system. Familiarity of AS400/Sungard applications preferred. Working knowledge of the Group Wise email application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the Fire Department.

Physical Requirements:

Ability to pass physical examination at any time. Ability to work both indoors and outdoors in all kinds of weather for prolonged periods of time. Must be capable of functioning in a fast-paced, high-stress environment with multiple priorities and deadlines. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Work is normally performed in an office environment with some travel to various meeting sites. May be required to work outside during inclement weather and under whatever conditions may be required in an emergency. Must be available to work during all hours and be capable of dealing with all emergencies calmly.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

SALARY RANGE: \$81,572 - \$134,593/Annually (Non-Bargaining Grade 511)

PLEASE NOTE: Any interested applicant must submit a written or on-line application and updated resume to the Administrative Services Department before 4:00 p.m. on the closing date, which is **March 26, 2012.**

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug/tobacco screening, review of driver's license record, criminal background, verification of secondary education/certifications, and references from previous employers.

The City of Venice is an Equal Opportunity Employer