

# East Lake Tarpon Special Fire Control District



## *SOG 208 Job Description-Fire Chief*

**Implementation  
Date: 11/2000**

**Revision Date(s): 08/23/2011,  
04/23/2019**

**Reviewed Date(s): 04/02/2019**

**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.

### **Responsibilities and 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 Qualification Requirements:**

#### **Education and Certification:**

- Bachelor's degree in Public Administration, Business, Fire Science or a related field. (Master's Degree in Public Administration, Business, Fire Science, Labor Relations, or a related field required as of 10/1/2023).
- Completion of the Executive Fire Officer Program at the National Fire Academy and/or credentialed as a Chief Fire Officer through the Commission on Professional Credentialing.
- Completion of ICS-100 (G100), ICS-200 (G200), ICS-300 (G300), and ICS-400 (G400).
- Florida State Minimum Standards Certificate as a Firefighter as authorized by F.S.S. 633.
- Florida State Fire Officer I certification. (Fire Officer IV required as of 10/1/2023).
- Florida State EMT/Paramedic certification
- Have and maintain a valid State of Florida drivers' license.
- Must be bondable.

#### **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.

**Environmental Conditions:**

A considerable amount of time is spent working inside Station facilities. Outside work may be performed in emergency conditions which often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying and inclement weather.

**Note:** Reasonable considerations will be made to accommodate for qualified individuals with a disability.