



The City Beautiful

City of Coral Gables Job Description

Job Title: Deputy Fire Chief
Department: Fire
Classification: 5129
Pay grade: 33E
FLSA: Exempt

Prepared Date: 10/2016
Approved By: HR/CM

Summary

Supervisory, administrative and technical work involving direction of the major activities of the Fire Department.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the Fire Chief in planning and implementing policies necessary for carrying out the mission of the Fire Department.

Takes command as required during emergency operations to assure situations are controlled and resources are used appropriately.

Maintains close liaison with Division Chiefs and provides direction as necessary to assist them with meeting objectives.

Assures that department budget is maintained and that proper internal controls are followed. Develops annual budget request.

Develops and maintains the department's emergency operations plan and serves as a department liaison to the City Emergency Management Team.

Assures that the Fire Department Rules and Regulations and SOP's (Standard Operating Procedures) are developed and updated as necessary.

Serves as department liaison with the Human Resources Department in all personnel matters, including labor relations, affirmative action, education assessment and promotion programs, etc.

Represents the Fire Chief and the Department as required.

In the absence of the Fire Chief, assumes duties as required of that position.

May be assigned as Fire Marshal for the City.

Performs other related duties as required.

Knowledge, Skills, and Abilities

Knowledge of modern techniques of fire administration. Knowledge of laws, ordinances, building and fire codes, regulations and the principles and practices of fire control and prevention. Knowledge of departmental policies and procedures, City Personnel Rules and Regulations, collective bargaining contracts, grievance procedures, disciplinary action and purchasing procedures. Knowledge of the City's Emergency Operations Plan. Knowledge of rules of the Florida Department of HRS, State Fire Marshal, Labor Laws, OSHA standards, Insurance Service Office, etc. Knowledge of the various State, City and County Boards which interface with the department and its activities. Knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Fire Department. Knowledge of incident command procedures. Familiarity with the geography of the City. Ability to mitigate emergency situations. Ability to plan, organize and control all Fire Department operations. Ability to prepare and maintain department budget. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies and the public. Good verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Work is predominately indoors within a usually quiet to moderately noisy environment. May involve extended periods of time at a keyboard or work station. May perform some work outdoors where necessary, where there may be exposure to extreme temperatures, electrical hazards, noise, heights, dust and smoke. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Must have the physical ability to enter into and inspect buildings, climb stairs and/or ladders, reach above and below shoulders, walk and bend. May involve some lifting, carrying, pushing and/or pulling of objects and materials of 5 to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

A Bachelor's degree in Fire Service, Public Administration, or a related field. Advanced degree preferred.

Ten (10) years progressively responsible supervisory experience in an organized paid fire department including five (5) years experience as a high level administrator responsible for major programs of a fire department.

Florida Certified Firefighter.

Any appropriate combination of relevant education and/or work experience will be considered.

Valid Florida Driver's License.