



ASSISTANT CHIEF- ADMINISTRATION/FIRE MARSHAL
FLSA - Exempt
Grade 38 \$87,167.85 - \$139,468.57

GENERAL DEFINITION

Under the direction of the Fire Chief, this Assistant Chief level officer assists with the administration of a comprehensive Fire Rescue and Emergency Medical Services program. Employees in this classification are assigned to specific functional areas, but possess the knowledge, skills and abilities to manage any function of the fire department. Work in this position includes considerable responsibility for the preparation of the budget, budgetary reports, audits and statements; analyzes and monitors assigned budget(s) and expenditures. Provides advisement and assistance directly to the Fire Chief in all aspects of the City's Fire Rescue services and emergency medical services functions. This position is responsible for the management and supervision of the Fire Prevention Division. Performs technical and supervisory work associated with the review of construction plans for compliance with fire and life safety codes, fire and arson investigations, fire inspections activities, and fire code enforcement functions for the City. May serve as Fire Code Official as appointed by the Chief of Fire Rescue. Develops and manages public life safety education programs. Prepares documentation for required corrections of violations or hazards, and performs follow up to ensure elimination of said violation/hazard within the time frame and procedures as set forth by the applicable codes or standards. Prepares and maintains detailed inspection reports and notices of violation for non-compliant properties and processes; prepares and presents cases for Special Magistrate actions and appeals as needed. Manages investigations for the determination of the cause and the origin of fires and other duties of an investigative nature. Coordinates assigned activities with other divisions, departments, outside agencies and the general public; and provides highly responsible and complex staff assistance to the Fire Chief. The Assistant Chief/Fire Marshal is subject to emergency call while on and off duty. This position serves in the rotation of Duty Chief for after-hours call outs. Assists with other functions applicable to the department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Fire Chief. This classification exercises supervision of assigned, subordinate and support personnel of the department.

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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.

- Acts in the capacity of Fire Chief and/or Incident Commander as directed or in the absence of the Fire Chief.
- Acts in the capacity of Assistant Emergency Management Director during emergency activations.
- Performs human resource management functions. e.g., interviews, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Participates in the planning, organization, and operating policies and procedures with respect to equipment, apparatus, and personnel; provides recommendations regarding capital expenditures for facilities, equipment, apparatus, and staffing.
- Administers all manner of regulatory compliance for the development, implementation, and delivery of the assigned functional areas under charge.
- Participates in the preparation, review and analysis of the fire department budget(s), statistics, records and reports to ensure efficient operations, to meet demands, and to comply with authorized requests for information regarding department activities and personnel.
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- Manages the compliance and enforcement of fire inspection and fire prevention laws and ordinances.
- May function as Fire Code Official, which includes fire code interpretations, fire code management, fire and life inspection program management, construction plans and specification review management, code research, and fire code enforcement.
- Performs fire and arson investigation management, which includes conducting fire cause and origin investigations, arson case management and preparation, agency liaison for fire/arson investigation team.

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- Coordinates records maintenance for statistics compilation and evaluation functions, which includes property, file maintenance, violation status, productivity report development, fire incident reporting and fire experience statistical reporting.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of the service delivery methods and procedures; allocate resources accordingly as it relates to the needs of the Fire Prevention division.
- Supervises public education program development for the implementation of fire prevention education programs and public fire safety awareness programs.
- Serves as authorized ombudsman for critical customer service issues relative to regulatory disputes and alternate methods or material proposed; may represent the Fire Department before the City Commission and Committees on fire prevention related issues.
- Assumes duties as directed for emergency management related duties.
- Serves as Chief of Fire Rescue Department in the absence of the Fire Chief.
- Attends regional, professional and other educational forums to maintain current knowledge of trends and developments in the industry of fire service, emergency medical services, and fire prevention.
- Responds to emergencies and perform duties in support of Incident Command, firefighting or emergency medical services.
- Maintains current knowledge of trends and developments in the disciplines of urban and regional planning, building construction, and fire code enforcement for application to functions under charge.
- 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 fire prevention and department operations.

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of the principles and practices applied to the organization, management, and administration of, fire suppression, emergency medical services, and fire prevention and life safety codes municipal functions.

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- 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.
- Executive-level interpersonal leadership, planning, management and communications skills.
- Comprehensive knowledge of the principals and practices of fire rescue and emergency medical services administration, including budget preparation and personnel management.
- Comprehensive knowledge of pending and current legislation affecting the emergency response function as applied to current and projected demographic trends relevant to Florida.
- Comprehensive knowledge of the principles and techniques applied to origin and arson investigation, life safety codes review, legislative enforcement requirements and public education regarding fire prevention.
- Substantial knowledge of the principles and practices associated with management of fire inspection and fire prevention staff.
- 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 programs for fire code, enforcement, fire prevention, inspection, and education to the community.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

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

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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 light weight (5-15 pounds). Tasks may involve extended periods 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 communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Certified State of Florida Firefighter, State of Florida Fire Inspector, State of Florida Emergency Medical Services Technician and/or Paramedic, State of Florida Fire Officer II; Broward County Board of Rules and Appeals Fire Code Official certification, or ability to obtain such within 6 months of appointment; Bachelor's degree in Public Management, Fire Science or related field from a regionally accredited college or university. Requires minimum 6 years' experience in fire rescue and fire prevention functions, with at least two (2) years at the level of Fire Inspector. Graduation from the Executive Fire Officer Program (EFO) of the National Fire Academy preferred. Chief Fire Officer (CFO) and/or Fire Marshal (FM) designation from the Commission on Professional Credentialing preferred,

I have read and acknowledge receipt of the job classification.

Employee signature

Date