

**SATELLITE BEACH FIRE DEPARTMENT
JOB TASK ANALYSIS**

Position Covered:

Emergency Service Coordinator- Commander-Fire Marshal

Basic Description: (A short narrative describing the position and responsibilities.)

As a management level supervisor reporting directly to the Fire Chief, this position is responsible for the command, administrative, and technical activities of the Fire Department. The incumbent is responsible for implementing the strategic goal as set forth by the Fire Chief and City leadership, through the resources of the department. Work involves planning, directing, and controlling fire suppression, emergency medical care, community health, emergency management, fire inspection and prevention, and public education services; incumbent consults with and receives direction from the Fire Chief concerning plans and policies to administrative direction, uses independent judgement and discretion in carrying out fire/EMS functions and all day-to-day operations. Work is reviewed through discussion on problems and by activity reports submitted.

Expected Duties	Average Hours Each Month
Plans, organizes and directs all operational activities of the Fire Department.	24
Reviews Fire and EMS issues of the City.	16
Develops effective solutions, and adjusts department operational methods to meet new situations and to improve existing operations and effectiveness	16
Assist in the development and maintenance of the City Comprehensive Emergency Management Plan and may coordinate disaster response, city continuity of operations, and coordinates post-disaster community restoration.	16
Coordinates with other city departments, city officials, and other fire department in the region as required.	16
Assist in the preparation of the annual budget for the department and controls expenditures of departmental appropriations.	16
Ensures the training and operational readiness of members of the fire department in fire suppression procedures, emergency medical care, emergency management response.	8
Attends public meetings to explain the activities and functions of the Fire Department and to establish positive public relations and community equity	20
Collaborates with County, State and Federal agencies on Fire/EMS related issues and Emergency Management activities	4
Counsels employees and administers discipline as required	2
Holds periodic meetings to inform employees of City/Department policies and procedures and department strategic planning	4
Conducts fire inspection and fire prevention activities	16
Supervises and evaluates employee performance	2

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MINIMUM QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in Fire Science, Public Administration or related field supplemented by other training in fire service and administration, public administration and management. Five (5) years of progressively responsible experience in a variety of Fire/EMS functions, including major command responsibility.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of current fire science, emergency medical service delivery and fire/injury prevention. Knowledge of the standards by which the quality of fire/EMS service is evaluated. Knowledge of the organization and functions of the City departments and County, State, Federal, regulatory and licensing agencies.

Ability to plan, assign, direct and supervises the activities of the Department. Ability to establish and maintain effective working relationships with other City officials and the general public. Ability to express ideas clearly and concisely, both orally and in writing.

SPECIAL REQUIREMENTS:

Possession of a valid Florida Operator's License without restrictions other than corrective lenses. Must reside within a twenty mile radius of the City of Satellite Beach. Must be a Florida Certified Firefighter II, Florida Certified Firesafety Inspector II, Florida State Fire Officer I, and Florida State Paramedic.

PHYSICAL REQUIREMENTS:

- Meets physical and medical requirements of NFPA 1582
- Endure sustain physical activity under austere conditions
- Lifting and carrying 45 pounds or greater