

**SATELLITE BEACH FIRE DEPARTMENT  
JOB TASK ANALYSIS**

**Position Covered:**

<b>Fire Chief</b>
-------------------

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

As an Executive Department Head reporting directly to the City Manager, this position is responsible for the command, administrative, and technical activities of the Fire Department. The Incumbent is responsible for the protection of lives and property in the city through the organization and direction of all Fire/EMS related functions. Work involves planning, directing, and controlling fire suppression, fire prevention, fire code enforcement, emergency medical care, community health, emergency management, and public education services; Incumbent consults with and receives direction from the City Manager 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.

<b>Expected Duties</b>	<b>Average Hours Each Month</b>
Plans, organizes and directs all activities of the Fire Department and serves as the "Authority Having Jurisdiction" for the enforcement of Fire and Life Safety code.	<b>8</b>
Reviews Fire Prevention and Fire/EMS issues of the City. Responds to emergencies within the city as required and will assume Command for incidents that required an expanded incident command system	<b>16</b>
Reviews Fire/EMS Patient Care reports and data to ensure accurate patient care. Collects and reviews data as it relates to Community Health and Injury Prevention programs	16
Develops effective solutions, and adjust department methods to meet new situations and to improve existing operations and effectiveness	<b>16</b>
Develops and maintain the City Comprehensive Emergency Management Plan and coordinates the Cities pre-disaster mitigation strategies, coordinates disaster response, city continuity of operations, and coordinates post-disaster community restoration.	<b>16</b>
Coordinates with other departments, City officials, Satellite Beach Reserve Fire Department Board of Directors and other City boards as required.	<b>16</b>
Prepare annual budget for the department and controls expenditures of departmental appropriations.	<b>32</b>
Attends public meetings to explain the activities and functions of the Fire Department and to establish positive public relations and community equity	<b>16</b>
Collaborates with County, State and Federal agencies on Fire/EMS related issues and Emergency Management activities	<b>16</b>
Counsels employees and administers discipline as required	<b>2</b>
Holds periodic meetings to inform employees of City/Department policies and procedures and department strategic planning	<b>2</b>
Completes other duties and responsibilities as assigned by the City Manager	<b>4</b>

**SATELLITE BEACH FIRE DEPARTMENT  
JOB TASK ANALYSIS**

**Position Covered:**

Fire Chief

**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. Ten (10) years of progressively responsible experience in a variety of Fire/EMS functions, including major command responsibility. A combination of education and experience may be considered.

**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 State Fire Officer I, and Florida State EMT with Paramedic preferred. As a Department Head, this position is exempt from Veterans' Preference.

**PHYSICAL REQUIREMENTS:**

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