



DISTRICT CHIEF

General Definition of Work:

The primary duty of the District Chief is management of a shift made up of Lieutenant(s), Firefighters/Paramedics and Firefighter/EMTs although the District Chief will continue to perform work as an incident command officer as described in SOPs and as he/she determines it is necessary. The District Chief is a responsible, managerial, professional, confidential administrative and technical position in the delivery of the Department's fire suppression prevention and emergency medical services. The duties require the application of technical knowledge of firefighting and emergency medical services skills. The person in this position is the commander of the shift responsible for all stations, equipment, employees, and delivery of services on his/her shift. The District Chief has the primary responsibility for the personnel and administrative management of the fire suppression and emergency medical services personnel with emphasis on employee relations and teamwork. The position requires constant exercise of discretion, independent judgment, and latitude in decision making, initiative, and leadership; is required to wear a Department uniform and carry a Department pager. The District Chief is responsible for the entire operation of the shift during their 24 hour shift and is at all times responsible to direct, assign, supervise and evaluate all employees on his/her shift and is the ranking member of management in the Department for approximately 75% of the hours the Department is open for business. The District Chief is salaried exempt and is a managerial and confidential employee under the Public Employee Relations Act as District Chiefs have been assigned important labor, collective bargaining and employment responsibilities as set forth herein. During occasions of local emergencies, this position shall be required to perform emergency tasks which may result in extended work hours as well as extended periods of time away from family members.

Essential Functions/Typical Tasks:

Serves as shift commander; assigns personnel, responds to emergencies; serves as scene Incident Commander; assists in the suppression of fires when needed; provides basic ongoing emergency medical service; conducts fire inspections and fire investigations; prepares and maintains detailed records or supervises employees doing the same; assists in the operations of the Fire Department when the Chief is present and responsible for the operations of the Department at all other times; supervises the enforcement of applicable laws and ordinances; .

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Interviewing, training, motivating, evaluating, and correcting disciplinary issues of employees of the Fire Rescue Department.
- Responsible for hiring, promotion, discipline, and termination of employee, or effectively recommending the same to the Fire Chief.
- Along with other District Chiefs and the Chief conducts internal investigations; may coordinate or participate in Departmental/Divisional hearings or operational reviews such as disciplinary, EEO, and tactical critiques.
- Approves time cards and/or payroll sheets for all Operations Division personnel for accuracy and compliance with established work schedules and hours.
- Assigns and schedules, with the use of a computer, shift personnel according to Minimum Staffing Policy, to ensure that each Station is properly staffed to meet the needs of the Department's service areas.
- Supervises, through the Lieutenants, all shift personnel involved in fire suppression and emergency response activities including the inspection of personnel on a daily basis.
- Responsible for scheduling employee vacation leave, sick leave, trade leave, public relations activities, training, and other related personnel activities; maintains the appropriate records to document all personnel activities such as vacations, sick leave, overtime, incentive pay, etc.
- Assists the Fire Chief in the administration of the Collective Bargaining Agreement.
- Assists in negotiating the CBA as a member of the negotiating team contributing to strategies and operational insight.
- Assists the Fire Chief in formulating and administering the Department's annual operating budget.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



- Directs duties and assignments of shift personnel in such a way as to maximize employees' skills, knowledge, and abilities.
- Directs personnel in a realistic, objective, and consistent manner.
- Visits Stations daily on each assigned shift to perform, on an as needed basis, inspections of the Station's facilities, equipment, apparatus, records, and personnel for compliance with Departmental schedules, procedures, rules, and regulations; meets with Company Officers and Line personnel to discuss needs, problems, and to improve communications and team work.
- Responsible for improving and maintaining the proficiency of all shift personnel in all phases of their positions by ensuring that they receive the proper training, guidance, and counseling as necessary; ensures that all personnel are informed of Departmental and City policies, procedures, rules, regulations, related activities, and expectations.
- Researches and develops specifications for equipment and supplies for appropriations and subsequent purchasing.
- Responds to and assumes command of all emergencies/incidents, until relieved by equal or higher ranking officer to ensure the safe and efficient mitigation of the incident with emphasis on the safety and well-being of all shift personnel, victims, and the general public.
- Assists in the formulation of Departmental and City operating rules, regulations, policies, and procedures.
- Investigates and resolves problems with broken or missing equipment, materials, supplies; assists with yearly inventory; investigates and resolves conflicts between shift personnel; investigates and resolves conflicts regarding personnel and Departmental/divisional and/or City policies and procedures.
- Meets with oncoming or off-going District Chief to discuss events of the previous day, status of emergency vehicles, condition of facilities, and changes in operative procedures, upcoming events, and other related shift exchange information.
- On a shift-by-shift basis, critique the performance of assigned personnel in all aspects of their jobs such as emergency calls, public relations, company inspections, Station duties, fire scene efficiency, interpersonal relationships with fellow employees, management, and general public to whom fire rescue services are provided.
- Ensures quality patient care through on-site inspections and evaluations, review of Incident Reports, and follow up on hospital cases.
- May be assigned by the Fire Chief to special Departmental projects for coordination, research, development, and/or implementation.
- May assume responsibilities of the Fire Chief in that individual's absence.
- Serves as a member of the Fire Chief's Command Staff.
- Attends and participates in Command Staff meetings; attends and participates in other Departmental and/or City meetings such as District Chiefs meetings, Operations Advisory Committee meetings among others.
- Attends training seminars and classes inside and outside the Department to improve firefighting and emergency medical service knowledge and skills, managerial and personnel skills, and other appropriate administrative subjects.
- Demonstrates thorough knowledge of and enforces Departmental Policies and Procedures and the City's Policies and Procedures.
- Ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services by the Department and to promote team unity.
- On an annual basis, objectively and consistently evaluates assigned employees for efficiency and effectiveness utilizing the City's established Employee Performance Appraisal System and related procedures.
- Strives to maximize effective communications between assigned personnel, other employees throughout the City, and the general public.
- Performs other job related duties that are consistent with assigned Departmental responsibilities.
- Performs related tasks as required.

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Knowledge, Skills and Abilities:

Must be a nonsmoking/non-tobacco using person, both on and off the job, at time of employment and maintain the same status throughout the term of employment. Shall successfully pass any required written or oral examinations prior to employment. Employee must have extensive knowledge of fire suppression and prevention methods, procedures, and techniques, an extensive knowledge of the appropriate procedures and methods used in providing safety and comfort in the handling and treating of patients. Ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness in the delivery of services by the Department and to promote team unity and the ability to communicate clearly and concisely, both orally and in writing.

Ability to organize and direct firefighting, prevention, and emergency services activities of a broad scope and complexity at the emergency scene. Considerable knowledge of instructional methods and techniques applicable to fire and emergency services training. Thorough knowledge of fire suppression and prevention methods, procedures, and techniques. Ability to effectively perform prolonged combat firefighting and rescue tasks under adverse emergency conditions involving physical and mental stress. Extensive knowledge of Departmental and City operating policies, procedures, rules, and regulations; extensive knowledge of the Collective Bargaining Agreement. Extensive knowledge of pre-hospital patient care for Basic and Advanced Life Support. Four (4) years or equivalent of continuous paid service as a Lieutenant, District Chief or other chief level officer in the Fire Service. Excellent physical condition and the ability to pass a physical examination by the City's contracted physician as prescribed by the Florida Firefighters Standards Council. Ability to think clearly and use independent judgment in routine and non-routine situations which may occur. Must be proficient in the use of computers including word processing, spreadsheets, and other similar applications. Ability to apply analytical skills for all related activities and interprets data for making effective decisions, recommendations, reports, etc., among others.

Education and Experience:

The position requires graduation from an accredited high school or possession of an acceptable equivalency diploma. Associate of Arts or Associate of Science Degree from a regionally accredited college or university in EMS or Fire Science, Public Administration, or other related field is required.

Physical Requirements:

Because the District Chief will continue to perform fire and EMS work as needed, the physical requirements are the same as all other shift employees..

Special Requirements:

Possession of an appropriate driver's license valid in the State of Florida. Possession and maintenance of a current Florida Firefighters Minimum Standards Compliance Certificate, certification or ability to obtain certification within six month of hire as a Fire Officer II (Florida Fire Officer I if obtained prior to November 18, 2013) and certification as a Florida Fire Inspector. Florida Fire Investigator and Instructor highly desired. Possession and maintenance of State of Florida Paramedic or EMT. Must obtain Incident Command certifications as may be required by the Department. Must meet and maintain all departmental requirements for the position.

Pay Grade: 126

Status: Exempt, MAPS

Revised: May 2019

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