# WILTON MANORS JOB DESCRIPTION

POSITION TITLE: Fire Chief / Construction Services Manager

JOB CODE: 3005 FLSA STATUS: Exempt

#### **GENERAL DESCRIPTION OF DUTIES**

Under executive direction, performs highly responsible administrative and supervisory work involving the overall management and supervision of the City's Fire Services Contract, in-house Fire Inspections and Plan Review and the City's Construction Services Division. Employee is responsible for managing and coordinating all administrative aspects of assigned Division, and supervising and directing Division personnel to achieve effective operational organization, and to prevent and minimize injury and/or the loss of life and property in emergency and fire situations. In addition, employee has considerable responsibility in working with other municipal and county governments in developing and monitoring interlocal agreements, grants and emergency management plans. Employee works in accordance with departmental directives and is expected to exercise considerable independence and initiative.

## SPECIFIC DUTIES AND RESPONSIBILITIES

#### **ESSENTIAL JOB FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. 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.

- Directs, plans, organizes and implements activities and programs in the Fire Prevention program; directs all staff and training procedures to achieve effective operational organization, and to prevent and minimize injury and/or the loss of life and property in emergency and fire situations.
- Manages a staff of professional, technical, and support employees engaged in all phases of the operations and administration of fire prevention, fire inspection, and fire activities/programs for the City.
- Serves as the contract administrator for City's Fire Service Contract.
- Manages a staff of professional, technical, and support employees engaged in all phases of the operations and administration of the Community Development Services Department Construction Services Division
- Performs plans review and inspections for all building permits.
- Plans and directs the development and implementation of service/supply programs to maximize the lifetime of equipment and facilities acquisitions; evaluates the need for purchase of new apparatus and supplies.
- Directs the inspection of buildings and other properties for fire hazards and the enforcement of fire prevention ordinances and laws.
- Develops, proposes, and administers departmental budget consistent with the City's goals and objectives, ensuring compliance with financial management policies and procedures of the City.
- Advises the City Manager regarding public safety issues; attends staff, task force and special meetings as part of City management team.

## **Fire Chief / Construction Services Manager**

- Evaluates, plans and implements fire protection training needs.
- Promotes fire protection and communications through publications, reports, and media to increase public awareness.
- Directs records maintenance of Fire Department in accordance with modern fire practices.
- Performs related work as necessary.

# **MINIMUM QUALIFICATIONS**

# **EDUCATION / CERTIFICATIONS / EXPERIENCE**

High School Diploma or GED, vocational training or Associate's Degree in Fire Science preferred; supplemented by three (3) to five (5) years professional experience in the fire prevention, safety, investigation and response; or an equivalent combination of education, training, and experience. Must possess Florida State Firefighters Minimum Standards Certificate or Certificate of Compliance, State of Florida Fire Inspector Certification, Broward County Certified Fire Code Official, Broward County Plans Review Certification. Must meet Broward County Board of Rules and Appeals minimum qualifications at time of hiring. Must posses and maintain a valid Florida Class D Driver's License.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this position de reasonable accommodation.	escription and hereby certify that I am qualified to perform this job, with or without
Name (Print)	_
Signature	_

Date