

**CITY OF HAINES CITY**  
**JOB DESCRIPTION**

**DEPARTMENT: FIRE DEPARTMENT**  
**REPORTS TO: CITY MANAGER**

**FIRE CHIEF**

**GENERAL DESCRIPTION:**

This is administrative and technical work in the directing of all employees and activities of the Fire Department. Work involves responsibility for planning, organizing and directing an organization specifically concerned with preventing and minimizing the loss of life and property by fire. Work requires that this employee be available to take active command in the extinguishing of major fires. Work is performed with considerable independence and latitude and is subject to direction by the City Manager for conformance to desired objectives and effectiveness of the department.

**ESSENTIAL FUNCTIONS:** (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Plans, organizes and directs Fire Department operations with respect to equipment, apparatus and personnel.

Provides for suitable training and discipline.

Enforces fire prevention laws, including safety regulations for public assemblies, the handling and storage of combustible materials and the use of flammable liquids and explosives.

Develops long range fire prevention and suppression programs.

Prepares yearly budget requests based on plans.

Administers budget in accordance with established City policies and procedures.

May prepare capital long range budget for department.

Directs the preparation and analysis of fire records and reports to secure efficient operations and to meet service demands.

Prepares reports for requesting information or statistics regarding activities of the Fire Department.

Directs the operation and maintenance of fire alarms and reporting systems and equipment Directs the operation and maintenance of fire apparatus and equipment.

Responds to general and major fire alarms and personally directs fire fighting activities through subordinate officers.

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Attends fire conferences and schooling and other educational meetings to keep abreast of modern fire fighting methods and administration.

Addresses civic and other groups regarding the activities and programs of the Fire Department to promote public understanding of its work.

Consults with the City Manager on major policy issues and priorities.

Performs related non-essential\_duties as required.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE, ABILITIES, AND SKILLS:**

Thorough knowledge of the principles and practices of modern firefighting. Thorough knowledge of modern firefighting equipment and apparatus. Considerable knowledge of the current developments in firefighting and fire prevention techniques. Considerable knowledge of the principles of the municipal Fire Department administration. Considerable knowledge of current municipal firefighting training techniques. Ability to plan, evaluate, assign and coordinate activities performed by Fire Department personnel. Ability to regulate and control firefighting programs, expenditures and equipment for efficient and effective use. Ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationship with civic and official groups, and the general public. Must be physically capable to perform essential functions as required.

**TRAINING AND EXPERIENCE:**

Graduation from an accredited college or university with a Bachelor's Degree in Fire Administration or Public Administration or related field. A valid State of Florida Class E License. Progressively responsible experience in fire suppression, prevention and emergency medical services, including at least five years experience in a high level supervisory position; or any equivalent combination of education and experience which demonstrates possession of the required minimum qualifications.

Revised December 2006