



# Town Council Agenda Report

**SUBJECT:** Resolution

**CONTACT PERSON/NUMBER:** Freda Gellerstein, Acting Human Resources Director, 797-1010

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, REVISING THE CLASS SPECIFICATION FOR THE POSITION OF FIRE CHIEF IN THE NON-REPRESENTED CLASSIFICATION PLAN.

**REPORT IN BRIEF:** After review of the class specification of Fire Chief by a Fire Chief Review Board, it was determined that the Town's class specification needed to be revised in the Essential Job Functions, Minimum Training and Experience, and Special Requirements. The updated class specification is attached for your approval.

**PREVIOUS ACTIONS:** N/A

**CONCURRENCES:** N/A

**FISCAL IMPACT:**

Has request been budgeted? N/A

**RECOMMENDATION(S):** Motion to approve resolution

**Attachment(s):** Resolution, Class Specification

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, REVISING THE CLASS SPECIFICATION FOR THE POSITION OF FIRE CHIEF IN THE NON-REPRESENTED CLASSIFICATION PLAN.

WHEREAS, it is in the best interest of the Town of Davie to revise the Essential Job Functions , Minimum Training and Experience, and Special Requirements in the class specification for the Fire Chief in the Non-Represented Classification Plan; and

WHEREAS, the Fire Chief class specification in the Non-Represented Classification Plan needs to be revised to reflect such changes; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Fire Chief class specification in the Non-Represented Classification Plan is hereby amended as attached hereto as "Exhibit A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2000.

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2000.

# **CLASS SPECIFICATION**

## **FIRE CHIEF**

### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs administrative and professional fire fighting work in directing the activities of the Town fire department. Is responsible for planning, organizing and directing enforcement, fire prevention, and fire control programs and operations. Administrative duties include making recommendations concerning recruitment of personnel and purchase of equipment, monitoring and controlling expenditures, preparing budget estimates, and assigning and supervising departmental personnel and equipment. Reports to Town Administrator.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### **ESSENTIAL JOB FUNCTIONS**

Plans, organizes and directs departmental operations with respect to buildings, equipment, apparatus, and personnel; provides for the preparation and administration of recruitment, training and staff development programs.

Prepares the department's annual budget and exercises purchasing and budgetary control; appraises departmental activities and operations and takes necessary steps to improve the department; evaluates the need for and recommends the purchase of new apparatus and supplies; writes or reviews specifications.

Confers with the Town Administrator on major policies; conducts regular conferences with administrative staff in formulating departmental policies, procedures, and regulations.

Cooperates with other local, regional and state agencies and officials in developing long-range plans and programs.

Directs the preparation and ultimate analyses of fire records and reports to secure efficient operations, to meet service demands and to comply with authorized requests for information regarding departmental activity and personnel.

Assumes command, as necessary, of all fire fighting personnel and apparatus at the scene of a major fire; personally directs fire fighting activities and makes decisions, as necessary, as to the best fire fighting methods.

Oversees management response to departmental labor related matters.

Represents Fire Department in legal matters and in non-emergency contact with public.

Plans fire prevention and fire safety programs; directs inspection of buildings and premises for fire hazards and checking the plans for conformance with fire safety standards; supervises and reviews work of prevention bureau; receives and disposes of complaints.

#### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree preferred; and 10 years experience of an increasingly responsible nature in cross trained Fire/EMS service, including considerable experience at the supervisory or command level; successful completion of EFO program preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### SPECIAL REQUIREMENTS

Must hold or be able to attain within one (1) year a current Florida Certificate of Compliance as a Firefighter and a valid Class "D" Florida driver's license with a Class "E" endorsement at time of hire. May be required to possess a Broward County Fire Inspector Certificate or a State of Florida Fire Inspector Certificate.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including various fire fighting and emergency response equipment, and common office equipment, etc. Must be able to exert up to 150 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are those for very heavy work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates, and giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, specifications, contracts, charts, forms, permits, etc.,. Requires the ability to prepare correspondence, reports, forms, budgets, specifications, contracts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract or concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including emergency response codes, fire codes, medical, and legal terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra and geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**MotorCoordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and fire fighting equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as fire fighting equipment and office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has extensive knowledge of the principles and practices of municipal fire department organization and administration. Has extensive knowledge of the principles, practices, procedures and equipment used in modern fire fighting, fire prevention and fire personnel training. Has extensive knowledge of applicable laws and ordinances and departmental policies, procedures and regulations. Has thorough knowledge of the geography and street locations of the Town, and the location of principle buildings, streets, fire hydrants and alarm systems. Has considerable knowledge of the current literature, trends and developments in fire fighting, fire prevention techniques and fire department administration. Has considerable knowledge of the principles of supervision, organization and administration. Is able to plan, direct and coordinate the work of subordinate personnel. Is able to maintain discipline and respect of subordinates and to lead and command effectively. Is able to initiate, plan and carry out programs in fire administration, in-service training and fire prevention. Is able to express ideas effectively orally and in writing. Is able to establish and maintain effective working relations as necessitated by work assignments.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates

instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, Town Administrator, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and Town.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

**Staffing:** Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding

enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**DecisionMaking:** Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

