



CITY OF BUNNELL

Job Title:	Fire Chief	Job Category:	Administration
Department/Group:	Fire Department	Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	Part Time, Exempt
HR Contact:	Amy De Vries	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	www.bunnellcity.us		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: BunnellHR@bunnellcity.us Fax: 386-437-7503 Attention: HR Department		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose:</p> <p>This position reports to City Manager.</p> <p>The Chief is the Chief Administrative Officer of the Department and reports directly to the City Manager, who is solely responsible for filling the open position. The Chief is responsible for: Directing Fire Department policies, procedures, regulations, programs, operations, goals and objectives; Commands and participates in the programs of the Department, including but not limited to fire safety inspection, fire prevention, fire fighting, and possibly emergency medical/rescue services; Managing the Department budget, purchasing, and preparing annual budget requests; Coordinates activities with the Development Services Department, Police, Finance and other City Departments; Monitors State training requirements and new firefighting/inspection methods; Evaluates staff skill and performance and responds with developing and coordinating staff training programs; Maintains good working relationship with other City Departments, other governmental jurisdictions, regulatory agencies, businesses and the general public; and is responsible for safety review and general maintenance of all Department equipment. The total staff for which the Chief is currently responsible is one paid part time fire safety inspector, one paid part-time fire marshal and 12 to 20 volunteers.</p> <p>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</p> <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Will recommend and interview potential staff members, contract employees, and/or vendors. • Knowledge of fire administration including organization, staffing, equipment, management, records and reports; 			



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- Knowledge of modern firefighting and fire inspection methods;
- Knowledge of Florida Statutes and laws that apply to the control and prevention of fires; AA/AS in Fire Administration, public administration or a related field;
- Required to live within the County of Flagler.

Professional Licenses:

Required Florida Certifications in the following fields:

- Firefighter, EMT and Fire Officer I is also preferred; and
- extensive progressive experience in fire administration and firefighting in volunteer or combination departments to include
- two years as a command officer in charge of a department, division or shift.
- Must possess a valid Florida Driver's License

Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work is primarily in office, vehicle and outdoor settings, in all weather condition, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- Employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

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

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	