

WAKULLA COUNTY UNITED FIREFIGHTERS ASSOCIATION

POSITION DESCRIPTION

Fire Chief

Under the general supervision of the president of the Wakulla County United Firefighters Association Board of Directors:

Duties and Responsibilities:

1. Fire Chief:

- Develop and maintain a roster of firefighters who are willing and able to work part-time or flex-time). On a rotating basis, schedule subordinate firefighters so that there is always a full compliment of paid firefighters on duty during day-shift work hours.
- Make station assignments for day-shift firefighters.
- Maintain records of each paid firefighter's work time (time sheets) and submit the documents into the county Clerk's Office as required by that Office.
- In close consultation with local fire chiefs, determine projects in need of handling i.e. hydrant inspections, pre-fire plans and other non-firefighting duties that can be handled by firefighters when not engaged in firefighting and/or rescue operations. Make assignments and supervise completion of the projects.
- Insure that vehicles, equipment and stations are properly maintained.
- Serve as incident commander at emergency scenes unless a more qualified firefighter is on scene.
- Supervise firefighters involved in the following firefighting and rescue activities:
 - (1) Responding to fire and rescue emergency incident dispatches.
 - (2) Driving and operating all fire apparatuses and rescue equipment. Cleaning and servicing all fire and rescue equipment upon return from an incident.
 - (3) Operating pumps and auxiliary equipment.
 - (4) Attacking fires with water and/or chemicals.
 - (5) Using ladders to gain access to upper levels of buildings or to assist individuals from burning buildings.
 - (6) Creating openings in buildings for ventilation or entrance.
 - (7) Rescuing individuals trapped inside burning buildings.
 - (8) Protecting property from water and smoke damage by use of positive pressure ventilation, salvage covers and smoke ejectors.
 - (9) Recognizing and safely handling hazardous materials

- (10) Administering first aid to individuals injured or overcome by smoke.
- (11) Other related activities as required.

- Insure that firefighters comply with safety rules regarding driving vehicles, wearing appropriate personal protective clothing and use of self-contained breathing apparatuses.
- When required, may perform duties normally assigned to the position of Firefighter II.
- Perform other related duties as required.

2. Fire Inspector:

- Review and approve construction plans for fire safety code compliance.
- Inspect existing structures, construction and remodel sites for compliance with fire codes. Resolve compliance problems with owners within scope of knowledge and authority.
- Participate in inspection of hydrants, sprinkling systems and other elements of a fire prevention or protection system.
- Conduct voluntary home inspections.
- Assist in the investigation of fire incidents.
- Provide public education in fire prevention including giving talks, demonstrations and presentations before community groups, schools and other organizations or institutions.
- Respond to complaints regarding fire code violations and fire hazards.
- Issue warnings and citations for fire code violations.

Minimum Qualifications: (* Required by Chapter 633, Florida Statutes)

- Eighteen years of age. *
- High school graduate or equivalent. *
- Never convicted of a felony or misdemeanor directly related to the duties and responsibilities of this position or have pled nolo contendere to any charge of a felony. *
- Willing to submit to completion of a fingerprint card that would be sent to the Department of Law Enforcement and/or Federal Bureau of Investigation. *
- Have a good moral character as determined by investigation. *
- Be in good physical condition as determined by medical examination that may include provisions of the National Fire Protection Association Standard 1582 and satisfactorily complete an Association administered physical and agility test. *
- Be a nonuser of tobacco or tobacco products for at least one year immediately preceding application, as evidenced by the sworn affidavit of the applicant. *
- Resident of Florida *
- Satisfactorily completed a fire safety inspector training program of not less than 200 hours or have received certification in another state determined to be at least equivalent to training in this state or able to secure certification within one year from date of hire. *

- Five years as a paid or volunteer firefighter two years of which were in a line or administrative supervisory capacity.
- Possess a valid Florida driver's license.
- Firefighter II level certification by the state of Florida. *
- Medical first responder certification approved by the Association and Wakulla County EMS director or higher emergency medical certification by the State of Florida.

Skills, Knowledge and Abilities:

- **Skilled in:**
 - The operation of all fire protection and rescue apparatuses, appliances and equipment.
 - Record keeping and functional use of personal computer.
 - Personnel supervisory responsibilities.
- **Good working knowledge of:**
 - Basic fire behavior.
 - Blueprints and plans.
 - Basic building construction.
 - Emergency scene operational procedures and safety.
 - Water supply and hydraulics.
 - Identification of hazardous materials and means of handling.
- **Ability to:**
 - Effectively apply standard fire prevention and protection techniques.
 - Function efficiently and effectively at emergency incidents under stressful conditions.
 - Follow verbal and written instructions.
 - Set priorities and follow projects through to completion.
 - Work effectively with firefighters, department fire chiefs, the Association's Board of Directors, county officers and employees.
 - Effectively communicate.
 - To pass a medical examination and satisfactorily complete an Association administered physical and agility test.
 - Climb a ladder carrying fire hose.
 - Wear and use protective breathing equipment.
 - Understand and apply complex federal, state and local fire code requirements and ordinances in determining minimum acceptable compliance.
 - Train subordinate firefighters in established and new firefighting and rescue techniques.
 - Supervise subordinate personnel in day-to-day firefighting and related duties and responsibilities.

Probationary Period: One year from date of hire.