



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Fire Division Chief  
**Department:** Fire  
**Classification:** 5125  
**Pay grade:** 32E  
**FLSA:** Exempt

**Prepared Date:** 06/2013

**Approved By:**

Walter Reed

Elsa Jaramillo-Velez

Patrick G. Salerno

A handwritten signature in blue ink, appearing to be "EJ", is written over the name Elsa Jaramillo-Velez.

### Summary

Supervisory, administrative and technical work in a specific program area of the Fire Department. Employees in this classification are assigned responsibility for a program area, such as; Training/EMS, Fire Prevention, Support, and Operations.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Plans, organizes, directs, controls and participates in the Division's activities to ensure the proper utilization of personnel, apparatus, and equipment in the protection of lives and property, and the enforcement of the codes and ordinances of the City of Coral Gables.

Prepares Division budget and establishes priorities for purchase recommendations.

Prepares and maintains and/or supervises the preparation and maintenance of records and reports of assigned activities, or such other reports as may be required.

Confers with the Deputy Fire Chief to receive orders or with other Division Chief's to exchange information of Division's activities and department's goals, objectives, plans and policies.

May assume command or be assigned, as per Incident Command Procedures, at the scene of a fire of major emergency, and may evaluate the effectiveness of such operations.

Evaluates, or assists in the evaluation of, the performance of subordinates.

Performs other related duties as required.

May, as Division Chief, assume the following responsibilities:

- Plan and schedule preventative maintenance and repair of fire apparatus and equipment
- Be responsible for training of all personnel
- Be assigned as Fire Marshal for the City of Coral Gables
- Review construction plans for compliance with codes and statutes
- Plan and schedule inspections for the enforcement of the South Florida Fire Code, as well as the South Florida Building Code
- Collect fees for permits and licenses

- Coordinate with other Divisions requiring a joint effort
- Coordinate facilities maintenance and/or improvements
- Coordinate with Battalion Captains the daily operational activities
- Be assigned to special projects as required
- Be assigned to multi-jurisdictional Committees (Fire Officers Association of Miami-Dade)
- Other responsibilities as determined by the Fire Chief or designee
- Coordinate and develop documentation that maintains both ISO class one rating and Accredited agency status
- Prepare and develop reporting criteria as it pertains to payroll and response criteria.

**Supervision Received:** Incumbents confer with the Deputy Fire Chief on difficult situations, important administrative decisions, and on significant exceptions from established practices. Overall performance will be reviewed on a periodic basis.

**Supervision Exercised:** Incumbents plan, direct, control and are held accountable for the activities of all personnel assigned to their Division, with latitude to exercise sound technical and command judgment in the conduct of all phases of assigned duties. Issues discipline and takes other corrective measures as necessary.

### **Knowledge, Skills, and Abilities**

Knowledge of modern techniques of fire administration with special attention to the area of responsibility assigned, such as; Training, Fire Prevention, and Operations. Knowledge of departmental policies and procedures, supervisory principles and practices, City Personnel Rules and Regulations, collective bargaining contracts, and purchasing procedures. Knowledge of the various State, City and other agencies which interface with the department and its activities. Ability to analyze situations correctly and quickly to adopt effective courses of action. Ability to plan, assign, and direct the work of subordinates, under emergency conditions at the scene of an emergency (if applicable) and in routine work. Ability to analyze, prepare and present, both verbally and in writing, reports and information of various kinds, including the fiscal needs of the Division for incorporation into the department's annual budget. Ability to represent the fire department effectively in public, to enlist cooperation in its programs, and to present its programs effectively at public meetings. Ability to establish and maintain effective working relationships with City Boards and Officials, employees, peers, officials of other agencies, professional groups and the general public. Good verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Work is predominately indoors within a usually quiet to moderately noisy environment. May involve extended periods of time at a keyboard or work station. May perform some work outdoors where necessary, where there may be exposure to extreme temperatures, electrical hazards, noise, heights, dust and smoke. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Must have the physical ability to enter into and inspect buildings, climb stairs and/or ladders, reach above and below shoulders, walk and bend. May involve some lifting, carrying, pushing and/or pulling of objects and materials of 5 to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

Bachelor's degree in Fire Science, Public Administration, or equivalent. Advanced degree preferred.

Florida Certified Firefighter and Certified Paramedic.

Depending on Division assignments, other certifications may be required, such as, State of Florida Fire Inspector and State of Florida Instructor.

Five (5) years progressively responsible supervisory experience in an organized paid fire department with at least two (2) years administrative experience in the responsibilities of the Division applying for.

Valid Florida Driver's License.

Depending on department's needs, the Fire Chief may accept other qualifications or experiences in lieu of the above minimum education and experience requirements.