



City of Live Oak

Fire Chief Position Description

POSITION TITLE	Fire Chief
FUNCTIONAL AREA	Fire Department
PAY RANGE	Minimum: BOE/BOQ
	Maximum:
CLASSIFICATION	Exempt
APPROVED/UPDATED	

General Summary

The Fire Chief is responsible for the overall leadership, administration, planning, organization, and direction of the City of Live Oak Fire Department. This position ensures the department maintains a constant state of operational readiness to provide fire suppression, emergency medical response, rescue services, fire prevention, public education, and emergency management functions. The Fire Chief develops and implements departmental goals, policies, and procedures while ensuring compliance with applicable federal, state, and local laws, regulations, and professional standards.

Supervision Received and Exercised

Works under the general direction of the City Manager. Provides executive leadership, direction, and supervision to all Fire Department personnel. Responsible for the administration and management of the Fire Department's annual operating budget.

Essential Duties and Responsibilities

- Directs and supervises all activities of the Fire Department.
- Provides for training and drills for firefighters and captains.
- Stays abreast of new developments in Fire Science and communicates same to personnel.
- Prepares and manages annual budget. Keeps records and makes reports.
- Makes recommendations on repair and replacement of equipment.
- Coordinates or performs fire prevention inspections and public information lectures.
- Coordinates or performs arson investigations on fires of a suspicious origin.
- Responds to all fire alarms.
- Performs related duties and responsibilities as required.

Minimum Qualifications

Education and Experience

- A bachelor's degree from an accredited college or university
- Must have a minimum of 5 years of firefighting experience and 5 years supervisory experience

Other Required Competencies

- Must possess all the knowledge, skills and abilities described in the Firefighter and Fire Captain specifications.
- Must have the ability to analyze the need and assignment of personnel, money and material in the most effective and efficient manner to provide the best fire protection service for the City of Live Oak.
- Must possess and maintain a valid Florida driver's license during employment in this class.

Working Conditions and Physical Factors

- Work is performed indoors and outdoors equally, in sometimes extreme weather conditions.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public.
- Requires physical capability to effectively use and operate fire tools, supply hoses, fire pump and pump operations; ability to lift and carry 10–25 pounds frequently and up to 40 pounds occasionally.
- Requires intermittent sitting, standing, walking, climbing and balancing; moderate stooping, kneeling, crouching, crawling, reaching with hands and arms; use hands to finger, handle or feel.
- Requires normal hearing and vision; moderate noise level.
- May have exposure to respiratory conditions such as fumes/vapors, gases, dust, inadequate ventilation, odors, heat and hazardous chemicals.
- May have exposure to skin conditions such as toxic chemicals, electrical shock, radiation and burns.
- May have working conditions with exposure to heavy machinery, working with scaffolding and high places, steam pipes and/or tunnels, biological and/or chemical reagents, machinery with moving parts, high voltage electricity, grease and oils, infectious diseases, vibration, cramped quarters and use of sharp objects.

The minimum requirements may be waived by the City Manager. The City of Live Oak reserves the right to update and/or change this job description at any time. The City of Live Oak is an equal Employment Opportunity employer and Drug-Free Workplace.

