



FIRE DEPARTMENT MANAGER

Exempt: Yes

Salary Range: \$55,000 – 80,000 DOQ.

Shift: Full-Time

Reports To: Fire Chief

Union: No

JOB SUMMARY:

The purpose of the position is to manage the comprehensive Crystal River Fire Department program. This position performs administrative and technical work in the field of fire service and emergency response in the application of the prevention, control, and suppression of fire; emergency medical care; and in response to natural and human-made disasters.

The Fire Department Manager plays a significant role in supporting the other departments within the City of Crystal River in the field of fire services, public safety, and emergency management. This position involves a combination of administrative, technical, and field duties. The position will develop and implement fire services, public safety and emergency management programs and policies.

ESSENTIAL FUNCTIONS:

- Serves as a full-time city representative for all Fire Department related matters.
- Serves as the primary point of contact for fire service and public safety-related inquiries.
- Supports and assists fire chief with departmental operations to include supervisory responsibilities.
- Administrative tasks include reviewing with Fire Chief, the quality assurance, data entry, and post-incident analysis related to calls for service.
- Supports Fire Chief with the coordination of emergency response operations to 9-1-1 calls to include fire and medical emergencies, extricating persons from entrapments, stabilizing victims, administering BLS and CPR. This may also include non-emergency calls and special details.
- Provides professional-level planning while working in a variety of capacities, related to fire service and public safety.
- Responds to service calls commensurate with training certifications.
- Coordinates fire prevention activities including inspections, pre-incident planning, inspecting fire hydrants, etc.
- Confers and collaborates with outside agencies, officials, and citizen's groups.
- Assists in the development and maintenance of fire service, public safety operational manuals and training materials.
- Assists with coordination of emergency response operations to man-made and natural disasters.
- Perform related work and other duties as required.

OTHER SKILLS AND ABILITIES:

- Strong organizational and administrative skills.
- Ability to handle stressful situations.

- Attention to detail and a commitment to confidentiality.
- Excellent communication skills, both written and verbal.
- Ability to work effectively with a team and independently.
- Must have strong working knowledge of computers and be proficient in the use of Microsoft Office Suite of Products (i.e., Outlook, Word, Excel, etc.).

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

All employees will be required to work before, during, or after an emergency.

EDUCATION, TRAINING AND EXPERIENCE:

Requires high school diploma or GED.

Must be at least 18 years of age at the time of appointment.

Minimum of five years' work experience in fire service/public safety field of work.

CERTIFICATES, LICENSES, & SKILLS:

- Must possess and maintain a valid Florida Driver's License.
- Valid Certification as a State of Florida Firefighter II as provided by Florida Statutes
- American Heart Association Basic Life Support (BLS) certification.
- Emergency Vehicle Operator Certification (EVOC).
- Ability to exercise sound judgment and discretion in decision making and all phases of responsibilities.
- All certifications and licenses must be current and valid.

PHYSICAL REQUIREMENTS/WORK ENVIROMENT:

- Requires medium to heavy work that involves walking or standing virtually all the time.
- The job requires normal visual acuity and field of vision, hearing, speaking, color perception, depth perception, and texture perception.
- The job involves exerting between 50 and 80 pounds of force on a regular and recurring basis, up to 150 pounds on occasion.

I have reviewed this job description and I understand all the job duties and responsibilities. I am able to perform the essential functions as outlined. The job description does not constitute an employment agreement between the City of Crystal River and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

Name: _____

Signature: _____

Date: _____