



**CITY OF GAINESVILLE**  
Department of Human Resources  
222 E. University Ave, PO BOX 490  
Gainesville, FL 32627



<http://www.cityofgainesville.jobs>  
**INVITES APPLICATIONS FOR THE  
POSITION OF:**

**Deputy Fire Chief**

*Affirmative Action/ Equal Opportunity / Drug-Free Workplace Employer*

**SALARY**

\$50.10 - \$75.16 Hourly  
\$104,216.00 - \$156,324.00 Annually

**ISSUE DATE:** 02/24/21

**FINAL FILING DATE:** 03/28/21.

**JOB AD**

Inviting applications for the position of:

**GFR Deputy Fire Chief**

**Gainesville Fire Rescue Department** is seeking a **Deputy Fire Chief**. The successful candidate will be part of a leadership team committed to educating, protecting, and serving our community to the highest standards. He/she will assist the Fire Chief in the overall management, planning, and coordination of a wide range of administrative and operational tasks. The Deputy Fire Chief supervises subordinate personnel and acts as Fire Chief when the need arises.

Gainesville Fire Rescue has been saving lives and property since 1882. The department's 168 firefighters and 16 emergency vehicles respond to over 20,000 calls a year. From Operations to Support Services to Risk Reduction, GFR is dedicated to providing excellent service with well-trained, caring personnel.

**COME JOIN OUR TEAM**

**The incumbent selected for this position will be responsible for** planning, organizing, supervising, and controlling activities and functions of the Operations division of the department; assisting in the development of department policies, procedures, rules, and regulations; assisting in formulating and implementing departmental goals and objectives; recommending innovative and strategic systems, processes and practice changes to improve the cost effectiveness, efficiency and responsiveness of services provided by the department; and advising the Fire Chief regarding technical matters related to the assigned functions and recommending service improvements.

**To be considered for this position you must have:**

- Bachelor degree from an accredited college or university with major course work in fire science, fire administration, fire protection engineering, emergency medical services, emergency management, public administration, business administration or related subject is required; supplemented by appropriate technical training in Incident Command, Hazardous Materials, Emergency Medical Services Management, Fire Code Administration, Fire Prevention, Arson Investigation, Personnel Management, Training Program Management and/or Human Resources, and
- Ten (10) years of experience in a public fire protection department, which includes five (5) years at a command level of District/Battalion Chief or higher.

**Certifications and/or License:**

- Valid Driver License required upon appointment. A Valid Florida Driver License required within 30 days of appointment.
- Must obtain a Certificate of Compliance as a State of Florida Firefighter within twelve (12) months of appointment.
- Paramedic certification required in compliance with criteria set forth by the Florida Department of Health or the National Registry of Emergency Medical within twelve (12) months of appointment.
- Executive Fire Officer (EFO) certification from the National Fire Academy (NFA), the United States Fire Administration (USFA) or the University of Florida is preferred.
- Chief Fire Officer Designation (CFO) from the Center for Public Safety Excellence is preferred.

**Preferred Qualifications**

- Master Degree in from an accredited college or university with major course work in fire science, fire administration, fire protection engineering, emergency medical services, emergency management, public administration, business administration or related subject is preferred

**Note:**

- Applicants selected for an interview will undergo an assessment. It is anticipated that the assessment will be scheduled during the first or second week in May 2021.
- Work requires being available and on call twenty-four hours a day.

- Must live within a 12 mile radius and be able to respond within 15 minutes to the intersection of NW 13th Street and 16th Avenue.
- May create eligibility list
- May require assessment(s)
- May fill multiple positions

## **JOB DESCRIPTION**

### **SUMMARY**

This is managerial work planning and administering both emergency and non-emergency activities of the Fire Department.

The single position allocated to this class reports to the Fire Chief and works under general supervision. Work in this class is distinguished from other classes by its emphasis on managing fire operations.

### **EXAMPLES OF WORK\***

*\*This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.*

### **ESSENTIAL JOB FUNCTIONS**

Plans, organizes, supervises, and controls activities and functions of a specific division of the department.

Assists in development of department policies, procedures, rules, and regulations.

Assists in formulating and implementing departmental goals and objectives.

Assists in the management of fiscal and non-fiscal resources and preparation of the annual department budget.

Recommends innovative and strategic system, process and practice changes to improve the cost effectiveness, efficiency and responsiveness of services provided by the department.

Advises the Fire Chief regarding technical matters related to the assigned functions and recommends service improvements.

Responsible for the annual update of the Standards of Cover.

Responsible for meeting Center for Fire Accreditation International (CFAI) requirements of the Operations division. Serves on Accreditation team and completes annual Accreditation updates for assigned areas.

Responsible for meeting Insurance Services Office (ISO) requirements of the Operations division or bureau. Monitors ISO updates and makes recommendations to meet ISO requirements.

Prepares, reviews, and analyzes internal and external reports to determine trends and reports results and recommended responses to the Fire Chief.

Oversees and coordinates daily administrative and emergency service activities of shifts of command officers and fire fighting personnel.

Assists with coordinating the City-wide Emergency Plan and maintains a copy of the final written document. Assists with maintaining and updating the department's Continuity of Operations Plan (COOP).

Will be required to respond under emergency conditions.

Supervises and coordinates assigned emergency operations, including firefighting, disaster relief, hazardous materials control, extrications, major medical incidents, and other emergency situations.

Determines best emergency incident management plan or control system and implements plan by directing, assigning, and controlling resources accordingly and requesting additional resources as needed.

Responds to fires and other emergencies and assists, coordinates and/or commands operations as required.

Meets regularly with operating field commanders and administrative officers to recognize, evaluate, and solve operational or personnel difficulties.

Identifies areas of operations which can be improved through training and recommends appropriate training.

Oversees investigations of citizen complaints and takes appropriate action.

Prepares and maintains system of records, reports, and other documents to reflect activities of the division.

Establishes, supervises, and reviews results of research projects with goal of improving service to community through new methods, new equipment, or changed resource allocation.

Generates reports that accurately reflect compliance with expectations and competency. Audits records and reports to ensure minimum performance standards are maintained.

Prepares, submits, and monitors annual division budget. Assists with the departmental budgeting process.

Reviews and approves expenditures of Operations Division funds. Prepares recommendations for specifications of new equipment and apparatus needed by the Department.

Prepares correspondence, speeches, and news releases. Speaks to civic and community groups to promote and explain Fire Department programs, goals, plans, and services.

Confers with public officials and the public on types, levels, and quality of services rendered by the Division and/or the Department.

Stays active in the community to ensure positive relationships are developed and maintained with community leaders.

Participates in the administration of collective bargaining agreements.

Within the limits of delegated authority, recommends selection, promotion, discharge, and other appropriate personnel actions.

Performs timely, fair and non-discriminatory evaluation of performance of employees under his/her supervision.

Initiates or recommends discipline of employees in accordance with applicable bargaining agreements and City policies.

Reviews employee personnel and performance problems. Receives and resolves employee

reports results to the Fire Chief.

Will be responsible for enforcing the drug policy, based on physical location and organizational structure.

Will be required to supervise employees designated as performing "safety sensitive" functions, for purposes of the Drug Free Workplace Program.

Assists the Fire Chief by coordinating commission agenda items and other required information related to operations of the Department.

Stays current with technological improvements in area of assigned responsibility.

Attends work on continuous and regular basis.

#### **NON-ESSENTIAL JOB FUNCTIONS**

Works closely with the Fire Chief on projects as assigned.

Performs special studies and investigations as assigned by the Fire Chief and makes oral and written reports.

Works on committee assignments to develop plans, gather information, or administer procedures.

Represents the Department on committees, at special meetings, and in public education and information programs as required.

May act in absence of supervisor.

Performs duties of a lower level when required.

Performs other related duties as assigned.

#### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Below are the required education, experience, knowledge, skills and abilities to perform the essential functions.*

#### **EDUCATION AND EXPERIENCE**

Bachelor degree from an accredited college or university with major course work in fire science, fire administration, fire protection engineering, emergency medical services, emergency management, public administration, business administration or related subject is required; supplemented by appropriate technical training in Incident Command, Hazardous Materials, Emergency Medical Services Management, Fire Code Administration, Fire Prevention, Arson Investigation, Personnel Management, Training Program Management and/or Human Resources, and ten (10) years of experience in a public fire protection department, which includes five (5) years at a command level of District/Battalion Chief or higher.

Master degree preferred.

#### **CERTIFICATIONS OR LICENSES**

##### **Licenses**

Valid Driver License required upon appointment. Valid Florida Driver License required within 30 days of appointment.

##### **Certifications**

Must obtain a Certificate of Compliance as a State of Florida Firefighter within twelve (12) months of appointment.

Paramedic certification required in compliance with criteria set forth by the Florida Department of Health or the National Registry of Emergency Medical within twelve (12) months of appointment.

Executive Fire Officer (EFO) certification from the National Fire Academy (NFA), the United States Fire Administration (USFA) or the University of Florida is preferred.

Chief Fire Officer Designation (CFO) from the Center for Public Safety Excellence is preferred.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the federal, state, and local laws, rules and regulations that govern fire safety and protection services.

Thorough knowledge and extensive experience in delivery and administration of fire suppression and emergency medical services.

Thorough knowledge of and the ability to manage an emergency incident scene utilizing the appropriate strategies and tactics.

Knowledge of the National Incident Management System.

Thorough knowledge of firefighting strategy and tactics, emergency medical services field operations, tactical considerations of hazardous materials incident management, and community disaster management.

Thorough knowledge of municipal organization and departmental functions, staffing, and operating procedures.

Knowledge of occupational safety and health practices related to the fire service.

Demonstrated working knowledge of computers and relevant software.

Basic knowledge of governmental budget procedures.

Excellent written and oral communication skills as demonstrated by the ability to articulate complex information and issues clearly and concisely.

Ability to direct the accurate and timely response to public records requests in compliance with Florida public records laws.

Ability to maintain security and confidentiality.

Strong interpersonal skills as demonstrated by the ability to interact collaboratively and productively and to establish and maintain effective working relationships with individuals of diverse backgrounds including elected and appointed government officials, charter officers, City employees, local, state and Federal legislative bodies, local business partners, the municipal utility community, and the general public.

Excellent analytical skills as demonstrated by the ability to collect, develop, assess, and blend information and recommendations from a wide variety of sources.

Strong critical and creative thinking skills to assess and resolve problems or issues by gathering and assessing information, taking advice, and using judgment that is consistent with standards, practices, policies, procedures, regulations or law.

Ability to work under high stress levels, with frequent interruptions and with tight and often changing deadlines.

Ability to develop short and long-term strategies, plans and programs and to evaluate work accomplishments.

Thorough knowledge of principles and practices of effective administration and supervision.

Ability to plan, assign, review and supervise work of others and to evaluate work accomplishments.

Thorough knowledge of collective bargaining agreement administration.

Experience and ability to deliver effective presentations.

Ability to conduct special studies, analyze and interpret findings, and prepare and effectively present factual reports.

Ability to drive a vehicle on emergency and non-emergency responses.

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

*To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.*

**PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is often required to sit for prolonged periods of time.

**WORK ENVIRONMENT**

Work may require performance of tasks outdoors under varying climatic conditions.

Work may require exposure to hazardous conditions and noxious chemicals.

Will be required to work and attend meetings outside regular business hours, including nights, weekends and holidays.

Work requires being available and on call twenty-four hours a day.

Must live within a 12 mile radius and be able to respond within 15 minutes to the intersection of NW 13th Street and 16th Avenue.

APPLY ONLINE AT:  
<http://www.cityofgainesville.jobs>

EXAM #09493  
DEPUTY FIRE CHIEF  
KL

**Deputy Fire Chief Supplemental Questionnaire**

- \* 1. Please select the option below that best describes your highest level of education. Proof of the required education for this position will be requested at the time of appointment. You may attach the documentation as part of your application for review and consideration should you be selected to move forward in the hiring process.
  - High School Diploma
  - Associates Degree
  - Bachelor's Degree
  - Master's Degree
- \* 2. Please select below the area in which your major course work was completed. **\*\*Education must be listed on your application for consideration\*\***
  - Fire Science or Fire Administration
  - Fire Protection Engineering
  - Emergency Medical Services
  - Emergency Management
  - Public Administration
  - Related
  - Unrelated
  - N/A
- \* 3. Please select below the option that best represents your years of experience in a public fire protection department. **\*\*Experience must be listed on your application for consideration\*\***
  - Less than 5 years
  - 5 years to less than 8 years
  - 8 years to less than 10 years
  - More than 10 years
- \* 4. Please select below the option that best represents your years of experience at a command level of District/Battalion Chief or higher. **\*\*Experience must be listed on your application for consideration\*\***
  - Less than 3 years
  - 3 years to less than 5 years
  - More than 5 years
- \* 5. Do you have, or have the ability to obtain, a valid Florida driver license within 30 days of appointment?
  - Yes
  - No
- \* 6. Do you understand that you must obtain a Certificate of Compliance as a State of Florida Firefighter within twelve (12) months of appointment?
  - Yes
  - No
- \* 7. Do you understand that a Paramedic certification required in compliance with criteria set forth by the Florida Department of Health or the National Registry of Emergency Medical within twelve (12) months of appointment?
  - Yes
  - No
- \* 8. Please select below if you have any of the following: **\*\*Please attach to your application for consideration\*\***
  - Executive Fire Officer (EFO) certification from the National Fire Academy (NFA), the United States Fire Administration (USFA) or the University of Florida

- Chief Fire Officer Designation (CFO) from the Center for Public Safety Excellence
- N/A

\* 9. Do you understand this classification requires being available and on call twenty-four hours a day?

- Yes
- No

\* 10. Do you understand you must within a 12 mile radius and be able to respond within 15 minutes to the intersection of NW 13th Street and 16th Avenue in Gainesville, FL.

- Yes
- No

\* Required Question