



Town of _____

Micanopy

Florida

Title: Fire Chief for Town of Micanopy

Salary Range: \$30.00 per hour or up to \$50,000 annually

Job Status: Part-time

Micanopy Fire Rescue Department

The Micanopy Fire Rescue Department (MFRD) was established in 1976 and continues to operate utilizing the current National Fire Protection Association (NFPA) standards and requirements. MFRD is staffed 24 hours per day, seven (7) days a week, 365 days a year with a minimum of two Florida State Certified Firefighters / EMT's and/or Firefighter / Paramedics. MFRD responds to over 700 calls per year including structure fires, brush fires, vehicle fires, motor vehicle accidents and pedestrian accidents, extrications, hazmat incidents, hazardous conditions, medical, and trauma calls and strives daily to provide the best service possible to the citizens living within the primary response district and those that are just passing through.

MFRD is the primary response station for the incorporated Town of Micanopy, as well as a fifty-three square mile portion of Alachua County providing first response service for approximately 10,000 rural residents who make their homes here. MFRD also falls under the Waccasassa District of the Florida Forest Service and provides fire protection for a large area of land comprised of scrubs, forest, agricultural acreage (including timber), grasslands, and undeveloped wetlands all located within the fifty-three square mile response area.

The Ideal Candidate

- ✓ Embraces the City's core values of Trust, Respect, Integrity, Accountability, Leadership, and Superior Service.
- ✓ Is a visionary leader who has a passion for the work they do and the team they lead.
- ✓ Will raise the level of performance of an already high-performing team of public safety professionals.
- ✓ Is a creative and strategic leader with the ability to fully implement best practices for the deployment of firefighting resources as well as emergency management concerns.
- ✓ Prioritizes collaborative partnerships, community engagement, and excellent customer service delivery.
- ✓ Works effectively and positively with a multi-disciplinary team of employees and a diverse customer base that occasionally have conflicting priorities.
- ✓ Communicates complex issues and difficult realities knowledgeably and compassionately to a range of audiences.
- ✓ Listens to understand, using an interest-based approach to problem-solving.
- ✓ Maintains effective working relationships with all levels of staff and the public.

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townhall@micanopytown.com



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Job Description

Fire Chief

<u>Department:</u>	Fire
<u>Reports to:</u>	Town Administrator
<u>Supervises:</u>	Firefighters
<u>Pay Scale:</u>	\$30.00 per hour up to 32 hours per week
<u>Job Status:</u>	Part-time

General Description:

The Fire Chief is responsible for the management, motivation, and leadership of a fire department with approximately twelve part-time firefighter positions. This position is part of the Town's Leadership Team supporting the Town Administrator with vision, innovation, and the ability to move the department forward. The Fire Chief manages the activities and services of the Department, including fire suppression, protection and prevention, hazardous materials and disaster preparedness, medical response, and command of a major fire emergencies and disaster situations affecting the community. The Fire Chief is also responsible for all activities, operations, and functions of the Micanopy Fire Rescue including budget management and development, staffing, planning and policy formulation.

Essential Job Functions:

- Strategic thinking
- Management / Leadership
- Collaboration
- Critical Thinking

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- Establishes and maintains excellent working relationships with other agencies and ensures coordinated and integrated county emergency plans and services.
- Directs the establishment and implementation of all Standard Operating Procedures for the various programmatic areas within the Micanopy Fire Rescue.
- Develops, implements, and updates procedures and management systems that optimize performance.
- Responds to significant emergency incidents to assist, observe, and/or assume upon observing and collaborating as to the need for expanded command, control, and effectiveness.

Knowledge, Abilities, and Skills:

Considerable knowledge of modern principles and practices of administration and organization including general budgeting, accounting, and personal techniques and management principles and practices.

Considerable knowledge of current principles and practices of emergency management, emergency medical services, fire rescue services and operations, enhanced 911 communication.

Considerable knowledge of state and local laws, rules, and regulations pertaining to programmatic areas within the department.

Ability to supervise and organize the work staff, develop capable and effective teams, maintain organizational norms, standards of conduct and performance, mentor teams, measure and compensate employee performance within existing compensation policies.

Ability to decide upon a reasonable and effective course of action in emergency situations to prevent, mitigate, intervene, restore public safety conditions and aid recovery.

Ability to effectively communicate both orally and in writing, using multiple tools including public speaking, preparing written reports and memoranda, social media, news reports, computers, smart phone, radios, etc.

Ability to establish and maintain effective working relationships and operate as a team with subordinates, other professionals, elected and appointed officials, and the medical community.

Ability to establish and utilize effective public relations programs and techniques to promote community awareness of the Fire Rescue Department and its programs.

Qualification Requirements:

Bachelor’s degree in fire science, public administration, or closely related field; can be substituted for a minimum of 5 to 7 years supervisory/managerial experience in the area of fire prevention/suppression and emergency medical services, or any equivalent combination of related education, training, and experience which provides the required knowledge, skills and abilities to perform the essential job functions. At a minimum must hold Florida EMT certification and Firefighter Certificate of Compliance for the State of Florida. Must be ICS 100 or 200 certified and obtain ICS 300 or 400 within the first year.

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