



ASSISTANT FIRE CHIEF/FIRE MARSHALL

This is responsible managerial, administrative, and technical work assisting in planning, directing and coordinating operations and activities within the Quincy Fire Department. Work includes direction, supervision and administration in the areas of Operations, Planning and Logistics. Work is performed under the general supervision of the Fire Chief and is reviewed through conferences, review of operations, analysis of reports and recommendations, and evaluation of results by the Fire Chief. Although work is subject to review and inspection by the Fire Chief, the incumbent works with relative independence in day-to-day activities, which requires considerable independent judgment and initiative. The Assistant Fire Chief / Fire Marshall serves as the department's training & safety officer. The incumbent is responsible for the overall direction of the Fire Department's operations and administration in the absence of the Fire Chief.

Essential Duties:

- Plans, directs and coordinates department activities in accordance with departmental objectives.
- Assists the Fire Chief in preparing and managing the Fire Department's budget.
- Assists the Fire Chief in strategic and tactical planning to ensure efficient use of department resources.
- Monitors department activities and personnel to ensure conformance to department standards, policies, and procedures.
- Assists the Fire Chief in periodically updating department policies, procedures, and guidelines.
- Assists the Fire Chief with recommendations for hires, transfers, promotions, discipline, grievance resolution or discharge of employees.
- Oversees training, development, and safety of department personnel.
- Attends and participates in conferences and meetings with City officials and community / neighborhood groups.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of modern fire administration, suppression and prevention.
- Knowledge of firefighting equipment and tools, including their designs, uses, repair and maintenance.
- Thorough knowledge of the geography of the city and surrounding area, including the location of principal buildings.
- Ability to plan, organize, direct and administer fire department activities of broad scope and intensity.
- Ability to establish and maintain effective working relationships with employees and the general public.
- Ability to assign and review work of subordinates and provide instructions to improve performance.

MINIMUM QUALIFICATIONS:

- Possession of a bachelor's degree in public or business administration, fire science or a related field, supplemented by technical training in fire prevention & suppression and formal training in fire administration
- Ten years of paid experience in a fire department, or an equivalent combination of training and experience. Five years of the required experience must have been as a fire supervisor.
- Must be a certified firefighter in the State of Florida at the time of application.
- Must possess a valid Class E State driver's license or equivalent at the time of application.

We offer a competitive salary and compensation package.

Pay Rate: Negotiable

If this sounds like the opportunity you have been looking for, please submit your application and resume to

HumanResources@myquincy.net or mail to:

CITY OF QUINCY

HUMAN RESOURCES DEPARTMENT

404 West Jefferson Street - Quincy, Florida 32351

CLOSING DATE: OPEN UNTIL FILLED

Equal Opportunity Employer – Drug Free Workplace