



# EMPLOYMENT OPPORTUNITY

## *Pinellas Suncoast Fire & Rescue*

### FIRE CHIEF

Closing Date: January 20, 2025

#### **OPPORTUNITY:**

The Pinellas Suncoast Fire & Rescue District is seeking a highly motivated individual for the position of Fire Chief, who possesses a unique combination of knowledge, experience, skills, and abilities which are suited for the District's unique operational needs. It is recommended that applications be submitted by 4:00 p.m. on Monday, January 20, 2025.

#### **OVERVIEW:**

Located in beautiful Indian Rocks Beach, Florida, the Pinellas Suncoast Fire & Rescue District (PSFRD) is a career fire and emergency medical services department that serves the communities of Indian Rocks Beach, Indian Shores, Belleair Beach, Belleair Shore, and the unincorporated Oakhurst areas of Largo and Seminole. Those who live and work here enjoy a large variety of recreational opportunities that the paradise that is the Florida Gulf Coast has to offer, such as fishing, boating, kayaking, and exploring the more than 213 miles of beautiful hiking trails, right within our own Pinellas County. Indian Rocks Beach is also just a quick trip to the amazing cities and beaches of St. Petersburg and Clearwater. To see all of what Pinellas County has to offer recreationally, feel free to visit <https://www.pinellascounty.org/visitors.htm>.

The Pinellas Suncoast Fire & Rescue District is an Independent Special District governed by an elected five-member Board of Fire Commissioners. The District is financed primarily through non-ad valorem assessments and an ad valorem tax via voter approval. PSFRD has three full-time staffed stations and currently employs 36 full-time Firefighter/Paramedics and Firefighter/EMTs, as well as three District Chiefs, all working a 24/48 shifts. The District's administrative and support staff consists of a Fire Chief, Assistant Fire Chief, three Division Chiefs, Finance Director, District Administrator, two Life Safety Inspectors, and Fleet Mechanic. The District expects to construct and staff a fourth station within the next three years. PSFRD is committed to serving its communities with first-class fire, rescue, and emergency medical services through its vision of *Pride in Selfless Service*.

#### **THE POSITION:**

The primary role of the Fire Chief is to administer, plan, organize and supervise the delivery of fire and emergency medical services within the District. The Fire Chief reports directly to the Fire Commission and carries out the policies and directives set forth by the Board. Essential functions of this position include, but are not limited to:

Manages the operation of the Fire Rescue District; hires and/or promotes candidates for positions within the department, directs and supervises duties of assigned staff; reviews job performance, and administers disciplinary action. Serves as a Fire Commission's representative in the negotiation of labor contracts. Administers agreements resulting from collective bargaining on behalf of the District.

Reviews the work of subordinates for completeness and accuracy; offers advice and assistance as needed. Responds to and resolves employee problems; initiates or recommends disciplinary action as appropriate.

Directs training of personnel the efficiency and effectiveness of fire rescue operations including fire suppression, EMS, fire

prevention, community programs, and administration.

Evaluates fire prevention and fire control policies by keeping abreast of new methods and conducting studies of departmental operations. Administers laws and regulations affecting department. Sets standard response protocol. Assesses and prepares programs for implementation and sets departmental policies, procedures, and practices.

May serve as the Fire Marshal for the District.

Supervises the operation and maintenance of fire stations and equipment.

Establishes policies, procedures, and rules/regulations.

Assumes command at incidents, including multiple-alarm fires or unusual emergencies; performs duties of firefighter as necessary.

Serves as Emergency Manager for the District while operating the Emergency Operations Center, using the concept of Unified Command.

Coordinates mutual aid and automatic aid plans with surrounding municipalities/districts.

Surveys buildings, grounds, and equipment to estimate the needs of the department and prepares departmental budget.

Purchases or approves the purchase of new equipment as needed.

Meets with officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to encourage fire prevention.

Investigates causes of fires and inspects buildings for fire hazards. Conducts building and site plan reviews.

Reports to the Fire Commission, or District's Attorney, on all matters of concern and/or problems that may require their attention.

Responsible for various perfunctory duties such as conducting staff meetings, attending seminars, preparing and monitoring budget, and reviewing and approving purchase requisitions and orders.

Interacts with a variety of groups and individuals in performance of job duties: Residents, employees, members of the Fire Commission, vendors, doctors, fire chiefs in other municipalities, elected officials, union officials, business owners, the District's attorney, labor attorneys, etc.

Receives, reviews, prepares and/or submits a variety of documents and reports such as personnel forms, accident/injury reports, technical reports, emergency plans, budget reports, purchase requisitions, summary reports, grant applications, diagrams, operating guidelines, etc.

***To see the complete job description, it may be requested by emailing [info@psfrd.org](mailto:info@psfrd.org).***

#### **MINIMUM TRAINING AND EXPERIENCE:**

Eight years of progressively responsible experience in managing fire control/emergency medical services, or an equivalent combination of training and experience that provides the required knowledge, skills, and abilities, with at least five years of experience as a chief officer in a career department.

Experience leading a full-service Fire/Rescue system at the assistant chief/deputy chief level, completion of the Executive

Fire Officer Program, and a Master's Degree are all desired.

Possess and maintain a Florida Driver's License.

Must have, or be able to obtain, a Florida Firefighter Certification.

Must possess a Bachelor's Degree or higher, from an accredited institution as determined by the United States Department of Education, in Fire Science, Emergency Medical Services, Emergency Management, Homeland Security, or other related field as determined by the Chair of the Fire Commission.

Successful completion of ICS 300 – Intermediate ICS for Expanding Incidents.

Successful completion of ICS 400 – Advanced ICS for General and Command Staff.

Obtain and maintain a designation as a Chief Fire Officer, Chief Emergency Medical Services Officer, Chief Training Officer, or Fire Marshal by the Center for Public Safety Excellence within 24 months of appointment.

### **APPLICATION PROCESS:**

If you are interested in pursuing this career opportunity, please submit the following required materials:

- A cover letter expressing your interest in the Fire Chief's position.
- Completed and signed PSFRD Employment Application (available at <http://psfrd.org/employment-application/>).
- Any documents, certifications, letters, references, etc., which demonstrate support of application and resume.

### **SALARY AND BENEFIT PACKAGE OPTIONS:**

- Salary range: \$100,800 - \$153,920 (negotiable based upon experience)
- Group health insurance (with employer cost-sharing)
- Dental & vision insurance
- AFLAC
- Retirement: Florida Retirement System (FRS)
- 457 deferred compensation plan
- Employee Assistance Program
- Flexible Spending Account (FSA)
- \$25,000 life insurance coverage
- Tuition reimbursement
- Annual physical examination
- Paid sick leave (up to 144 hours annually)
- Paid vacation leave (120 hours annually to start)

*PINELLAS SUNCOAST FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER AND MAKES EMPLOYMENT DECISIONS WITHOUT REGARD TO AGE, RACE, COLOR, SEX, RELIGION, OR DISABILITIES.*

**PLEASE E-MAIL APPLICATIONS AND RESUMES IN PDF FORMAT**

**APPLICATIONS ARE AVAILABLE ON WEBSITE**

**PINELLAS SUNCOAST FIRE & RESCUE DISTRICT**  
**304 1<sup>ST</sup> STREET, INDIAN ROCKS BEACH, FL 33785**  
**[info@psfrd.org](mailto:info@psfrd.org) | <https://psfrd.org> | (727) 595-1117**