



# Hardee County, FL

## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Public Safety Director

**Department:** Fire Rescue

**Pay Grade:** 123: \$90,088.44 - \$138,734.43

#### JOB SUMMARY

The Public Safety Director is responsible for management and administrative work in the efficient delivery of emergency and non-emergency community-based service including: Fire Rescue/EMS, Veterans Affairs, and Emergency Management, in a cost effective, innovative and pro-active manner. Work is performed under the administrative direction of the County Manager.

#### ESSENTIAL JOB FUNCTIONS

- Maintains strong and active contacts with subordinates to discuss and review status of departmental work plans and other programs; maintains communications.
- Sets broad policy objectives and monitors performance of subordinates targeted at the general administration and management of the department.
- Monitors effectiveness of budgetary applications and programs, makes adjustments as necessary to achieve objectives within available resources; develops long range Capital Improvement Plans and implements programs aimed at compliance with these plans.
- Advises County administration on community issues, policies, and sources; makes presentations to the County Commission as necessary.
- Meets with supervisors and peers to identify organizational issues and solutions.
- Formulates strategic operational plans with subordinates for major operations; supports and participates in team building and organizational development programs.
- Reviews and approves recommended disciplinary actions; recommends hiring and terminations.
- Supervises major emergencies.
- Assist in the Incident command structure.
- Perform fire ground duties when needed.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Associate degree in Fire Administration, Fire Science, or related field; five (5) years of progressively more responsible authority in the fire service with at least three (3) years of service as a chief, assistant chief, or a ranking officer in a similar sized or larger department; or an equivalent combination of education and experience. Bachelor Degree in Public Administration, Business, Fire Science, or related field is preferred.

### **Licenses, Certifications, or Registrations:**

- Possession of or ability to readily obtain a valid certification as a firefighter in the state of Florida.
- Possession of or ability to readily obtain a valid certification as a Florida EMT/Paramedic.
- Possession of or ability to readily obtain a valid certification as FireSafety Inspector.
- Possession of or ability to readily obtain a valid certification as Fire Instructor.
- Possession of or ability or readily obtain a valid certification as Fire Investigator.
- Possession of a valid, State of Florida driver's license.

### **Knowledge, Skills, and Abilities:**

- Knowledge of management principles and practices.
- Knowledge of modern practices in firefighting and emergency medical services.
- Skills at making public presentations. Command Fire Ground Operations.
- Ability to lead and motivate an organization and group of people.
- Ability to foster innovation within the department.
- Ability to communicate effectively in writing and orally.
- Ability to advocate management rights without alienating employees.

## **PHYSICAL DEMANDS**

The work is heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 75 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects, such as animals or animal feed. Tasks may require: the ability to stand and/or walk for extended periods; and the visual acuity to denote colors for animal identification or operate County vehicles or other job-related equipment. Additionally, the following physical abilities are required:

- Reaching: Extending hand(s) and arm(s) in any direction.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Crawling: Moving about on hands and knees or hands and feet.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

#### **WORK ENVIRONMENT**

Work is mostly performed indoors in an office environment. Work is occasionally outside in various weather conditions and may be subjected to adverse conditions including: noise, dust, fumes, odors, wetness, humidity, temperature extremes, uneven surfaces, heights, poor lighting, toxic agents, noxious or airborne particles, and potentially hazardous diseases and substances. Employee may also be subjected to stressful situations such as sustained acts of physical exhaustion and periods of duty under unfavorable and life-threatening conditions.

***Hardee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

**Submit a completed job application with resume and supporting documentation to  
[humanresources@hardeecounty.net](mailto:humanresources@hardeecounty.net), via fax 863-773-2154, or in person at 205 Hanchey Rd,  
Wauchula, FL 33873 between 8:00am till 5:00pm Monday-Friday.**

**Position is open till filled**

#### **Equal Opportunity Employer**

*Hardee County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*