

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT  
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

**JOB DESCRIPTION**

**CLASSIFICATION:** Deputy Fire Chief

**DEPARTMENT:** Fire Department

**SUPERVISOR:** Fire Chief

**EFFECTIVE DATE:** October 1, 2023

**PAY LEVEL:** 210 (\$64,035.66 - \$119,850.75)

**PAY CLASSIFICATION:** Exempt

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**DEFINITION:** This position performs all duties and functions pertaining to aircraft rescue and firefighting and requires administrative, management and technical skills. This is a working supervisory position assisting the Airport Fire Chief with the development, direction and control of the Airport Fire Department. The Deputy Chief is responsible for the management of daily departmental activities and participates along with the Fire Chief in taking command of rescue and firefighting operations. In the absence of the Fire Chief, the Deputy Fire Chief serves as acting Fire Chief.

Work is performed in accordance with Airport and Fire Department regulations, is subject to review by the Fire Chief, but also requires the exercising of independent judgement. The Deputy Fire Chief has general supervision over all ARFF Officers and Firefighters within the organization. Work is reviewed by observation as well as reports submitted to the Fire Chief and, in the absence or disability of the Fire Chief, the Deputy Fire Chief directs all operations and functions of the ARFF Department.

**EXAMPLES OF DUTIES:** Assists the Fire Chief in the management of the department. Responds to incidents both on-duty and off-duty, determines what equipment and/or resources are necessary for incident mitigation, and directs operations until relieved by the Fire Chief. Supervises, plans, directs and coordinates the activities of all ARFF Officers and Firefighters. Performs assigned administrative and technical duties pertaining to training of ARFF personnel in compliance with departmental, airport, and FAA requirements. Conducts drills and gives instructions in firefighting and rescue techniques. Directs and oversees inspection of buildings and premises for familiarization purposes. Reports needed repairs and/or maintenance of all vehicles and equipment. Coordinates safety inspections of fuel farm, fuel truck(s) and other airport facilities as required. Assists in the coordination and implementation of fire safety and accident prevention programs, including the training of personnel, tenants and customers. Assures compliance with the Airport Emergency Plan (AEP) and airport safety matters as set

forth in FAR Part 139. Conducts performance evaluations of assigned personnel and performs other duties as assigned. Makes reports concerning personnel and activities. Actively participates in the formulation and presentation of the Fire Department budget, specifications for apparatus, and equipment replacement programs. Supervises subordinate officers and has the authority to approve leave, recommend employment, promotion(s), disciplinary action and/or dismissal. Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** Must have a thorough knowledge of the principles, procedures and equipment used in modern firefighting and prevention for Aircraft Rescue and Firefighting. Must possess considerable knowledge of fire hazards, fire prevention, hazardous materials, and protective methods, and must be able to determine and appraise hazardous conditions. Must be able to develop a thorough knowledge of the geography of the airport, airport facilities, water mains, fire hydrants, and major fire hazards. Must have the ability to establish and maintain effective working relationships with fellow employees, tenants and customers along with the ability to communicate, educate, and present information to fellow employees, tenants, and customers in both oral and written form. Must be proficient in Microsoft Office, including Word, Excel and PowerPoint. Must have the ability to assist in the formulation and administration of the Fire Department budget.

**MINIMUM QUALIFICATIONS:** Must have a current State of Florida Firefighter Certificate of Compliance or ability to obtain certification within six months; Associate's Degree in Management or Fire Service related field; five years of progressively responsible firefighting experience, preferably in ARFF / Airport Operations, with three of those years in a supervisory capacity at the rank of Captain or above. Must be physically fit and pass a pre-employment drug screen as well as periodic testing in accordance with airport policy. Must pass a 10-year fingerprint based criminal history records check as required by the Transportation Security Administration. Must possess a valid Florida Driver's License and be insurable by the Airport Authority's insurance carrier. A comparable amount of training and/or experience may be considered on a case-by-case basis for the minimum qualifications. Airport experience is preferred.

**DESIRED QUALIFICATION:** ARFF Firefighter Certification; State of Florida Fire Officer I or above; State of Florida Fire Instructor I or above; State of Florida Fire Inspector I or above; EMT or Paramedic License; Bachelor's Degree in Management or Fire Service related field.

***\*Note: Any Certification or License presented for review must be current.***