

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

JOB DESCRIPTION

CLASSIFICATION: Fire Chief

DEPARTMENT: Fire Department

SUPERVISOR: Deputy Executive Director

EFFECTIVE DATE: October 1, 2023

PAY LEVEL: 230 (\$74,691.21 - \$139,793.93)

PAY CLASSIFICATION: Exempt

DEFINITION: This position is responsible for the overall management and operation of the Airport Rescue and Firefighting Department. Work is performed under the general supervision of the Deputy Executive Director with considerable independent judgment and initiative exercised in carrying out the duties and responsibilities of the Airport Rescue and Firefighting Department. Performs related duties as required.

EXAMPLES OF DUTIES: Supervises, directs, plans, and coordinates the activities of the Airport Rescue and Firefighting Department. Responsible for compliance with ARFF requirements set forth in Federal Aviation Regulation Part 139 and other applicable federal, state, and local laws and regulations. Maintains the FAA approved Airport Emergency Plan and assures compliance at all times. Coordinates airport rescue and firefighting matters with the Federal Aviation Administration, and other emergency/rescue agencies. Maintains and promulgates necessary department rules, regulations and procedures.

Supervises department personnel and performs duties relative to personnel policies and procedures pertaining to employment, termination of employment, performance evaluation, scheduling and work assignments. Directs the department's training program. Performs routine inspections of airport facilities to determine compliance with fire and safety codes. Maintains and coordinates the Airport Authority Employee Safety Program. Attends conferences, workshops, seminars, and other educational meetings to keep current in airport safety, rescue and firefighting matters.

Prepares and recommends the Operating and Capital Improvement Budget for the Airport Rescue and Firefighting Department. Supervises department purchasing in accordance with Airport Authority policy and procedures. Coordinates Airport safety matters with staff, tenants, and other users of the Airport. Attends weekly staff meetings. Serves in an on-call capacity.

Responds to emergency situations after normal business hours as required.

QUALIFICATIONS: Bachelor degree or equivalent experience required in fire administration or a related field. Seven years experience as an airport firefighter with a minimum of three years experience in an administrative/supervisory capacity. The Airport Fire Chief must be certified as a firefighter by the State of Florida and maintain such certification current at all times. Employee must be physically fit and be certified as drug free. Thorough knowledge of the principles, procedures and equipment used in modern firefighting and prevention for Aircraft rescue and Firefighting. Must possess strong interpersonal administrative skills and the ability to interface and effectively communicate with Airport staff, tenants, governmental entities, and the general public. Must be able to communicate effectively in both oral and written form. Must possess a valid Florida driver's license.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing 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.