



Position Title: Division Chief/ Fire Marshal
Position Number: 004
Department/Division: Community Risk Reduction (CRR)
Exemption Status: Exempt
Immediate Supervisor: Fire Chief
Normal Work Schedule: Mon-Fri, 8 hours/day

Position Summary:

The Division Chief / Fire Marshal serves as the Community Risk Reduction (CRR) Coordinator responsible for the administration, leadership, and strategic direction of the department's Community Risk Reduction Division. This position oversees fire prevention, code enforcement, public education, fire investigation, and risk reduction initiatives to enhance community safety and reduce the frequency and severity of incidents.

The Division Chief ensures compliance with all applicable federal, state, and local laws, codes, and ordinances, while aligning departmental CRR efforts with modern risk-based and data-driven practices. This position reports directly to the Fire Chief and functions as a key member of the department's executive leadership team.

Responsibilities and Essential Job Functions:

The duties recorded below represent the position's duties and are not intended to cover all the duties performed.

- Provides leadership and oversight of the Community Risk Reduction Division, including fire prevention, inspections, investigations, and public education programs
- Serves as the Authority Having Jurisdiction (AHJ) for fire code interpretation and enforcement
- Develops, implements, and evaluates fire prevention and life safety programs aligned with community risk profiles
- Oversees plan review, permitting, and inspection processes to ensure compliance with adopted fire and life safety codes
- Directs fire investigations to determine origin and cause, coordinating with law enforcement when necessary
- Establishes and maintains effective working relationships with contractors, developers, business owners, and the public
- Develops policies, procedures, and standard operating guidelines related to CRR functions
- Participates in strategic planning and supports accreditation efforts consistent with CFAI standards
- Utilizes data analysis, GIS, and incident reporting to identify trends and guide CRR initiatives
- Prepares and manages division budgets, including capital and operational expenditures
- Represents the department at public meetings, boards, and community events

- Coordinates interagency efforts with local, county, and state partners
- Provides supervision, training, and performance evaluation of assigned personnel
- Ensures compliance with occupational safety and health standards within the division
- Responds to emergency incidents as required and functions within the Incident Command System

Minimum Training and Experience:

Education and Experience:

- Bachelor's degree in Fire Science, Public Administration, Emergency Management, or related field (Master's degree preferred)
- Minimum of ten (10) years of progressive fire service experience
- Minimum of five (5) years of supervisory or command-level experience

License and Certifications:

- High school graduate
- Current and valid Florida Class E Driver's License.
- Current and valid Florida Minimum Standards Firefighter Certification.
- Current and valid Florida EMT or Paramedic Certification.
- Current and valid Florida Fire Safety Inspector I Certification.
- Current and valid Florida Fire Investigator Certification
- Fire Officer II (minimum), Fire Officer III or IV preferred
- NIMS Incident Command Position Certifications (ICS) I-100, I-200, I-300, I-400, I-700, and I-800

Job Competencies:

- Leadership Presence: Demonstrates strong leadership, accountability, and decision-making at the executive level
- Regulatory Expertise: Comprehensive knowledge of fire codes, standards, and enforcement practices
- Strategic Thinking: Ability to align CRR initiatives with organizational goals and community needs
- Communication Skills: Effective oral and written communication with diverse audiences
- Interpersonal Skills: Builds strong relationships with internal and external stakeholders
- Analytical Ability: Uses data to drive decision-making and program development
- Ethical Conduct: Maintains integrity, professionalism, and fairness in enforcement and leadership

Job Demands:

- Ability to manage multiple priorities and complex regulatory issues
- Frequent interaction with the public, sometimes in adversarial or enforcement situations
- Requires independent judgment and decision-making authority

- Availability for after-hours response to significant incidents or investigations

Physical Demands:

- Ability to perform field inspections, including climbing stairs, ladders, and navigating construction sites
- Ability to wear appropriate personal protective equipment (PPE)
- Occasional exposure to fire scenes, hazardous environments, and adverse weather conditions
- Ability to operate department vehicles and equipment

Working Conditions:

- Work is performed in both office and field environments
- Exposure to construction sites, fire scenes, and hazardous materials incidents
- May involve extended hours, evenings, weekends, and emergency call-back
- Regular interaction with the public, elected officials, and other agencies

The Englewood Fire Department is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, gender, national origin, genetics, disability, age, or veteran status.

Additionally, this position description does not constitute an employment agreement between the employer and the employee and is subject to change as the employer's needs and requirements change.

Employee Acknowledgment of Job Description

I, [Employee's Full Name], acknowledge that I have received, read, and understood the job description for my position as [Job Title]. I understand the expectations, responsibilities, and qualifications outlined in this job description. I also understand that this document may be updated as needed to reflect changes in duties or the organization's business needs.

I agree to perform the duties and responsibilities to the best of my ability, in accordance with the department's standards and guidelines.

If I have any questions or require clarification regarding my role, I will seek guidance from my supervisor or HR representative.

By signing below, I confirm my understanding and acceptance of the job description as presented.

Employee Signature: _____

Date: _____

Employee Name (Printed): _____

Fire Chief Signature: _____

Date: _____

Fire Chief Name (Printed): _____

**ENGLEWOOD AREA FIRE CONTROL DISTRICT
APPLICATION PACKAGE**



ENGLEWOOD AREA FIRE CONTROL DISTRICT

Headquarters
579 S. Indiana Avenue
Englewood, FL 34223



Phone: (941) 474-3311
Fax: (941) 473-2600
www.Englewood-fire.com

Dear Applicant:

The Englewood Area Fire Control District is pleased that you are submitting your application for employment with our Fire District. We are committed in serving our community and in the training of our Firefighters.

The Englewood Area Fire Control District provides service to approximately 83 square miles. We operate six (6) Fire Stations that are strategically located. The Englewood Area Fire Control District sits within two counties, Sarasota, and Charlotte County. We provide fire suppression services, first response medical services, hazardous materials response and marine fire-rescue services and other related services to our community.

The Englewood Area Fire Control District also operates its own Fire Academy that provides state of the art Fire and Medical Training to our employees as well as conducting Florida minimum standards courses and the High School Fire Program for the Charlotte County School Board.

Your application and the required documentation are to be submitted to the Headquarters building located at 579 S. Indiana Avenue, Englewood, Florida. Office hours are Monday through Friday, 0800 hours to 1600 hours.

Again, thank you for your application and good luck!

Sincerely,

Kevin Easton
Fire Chief



Candidate Application Packet Instructions

The candidate application packet must be completed and turned in prior to the candidate being eligible for the application process to begin. Along with the application required paperwork, the candidate **must** also provide the following documents along with their application:

- Copy of your current and valid class E driver's license
- Copy of your High School Diploma or GED
- Copy of your Bachelor's degree in Fire Science, Public Administration, Emergency Management, or related field (Master's degree preferred)
- Copy of Current and valid Florida Minimum Standards Firefighter Certification.
- Copy of Current and valid Florida EMT or Paramedic Certification.
- Copy of Current and valid Florida Fire Safety Inspector I Certification.
- Current and valid Florida Fire Investigator Certification.
- Fire Officer II (minimum), Fire Officer III or IV preferred.
- NIMS Incident Command Position Certifications (ICS) I-100, I-200, I-300, I-400, I-700, and I-800.
- If a veteran, copy of your DD-214.

All certifications must be valid current Florida certifications.

Please follow these directions when assembling your application and documents

- Assemble one set of documents in the order listed above.
- **DO NOT** staple, bend, or bind your personal materials in notebooks, sheet covers or other materials. Paper clipping the documents is acceptable.
- Please make certain that your information is written clearly; black or blue ink only. Also please print your name clearly at the top right-hand corner of each page.
- All pages must be standard 8.5" x 11". Copies and/or the application can be provided in black and white.
- If you cannot get a copy of your High School Diploma, applicants can submit a copy of their transcript which indicates a date of graduation.



APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above application are true and complete. I authorize the Englewood Area Fire Control District to verify this information and to obtain reference information by contacting educational institutions, references, or employers, and to rely on and use such information as they see fit. I hereby release the Englewood Area Fire Control District from all liability that could result from obtaining and having an employment decision based on this information. The application and all information submitted during this application process is the property of the Englewood Area Fire Control District.

I understand that if granted employment, falsified statements of any kind or omissions of facts called for on this application, regardless of time of discovery, shall be grounds for dismissal.

I understand that all medical information that is submitted is confidential and protected under Federal Law. I hereby agree to allow the Englewood Area Fire Control District to review this information for the employment process.

I understand that should an offer of employment be made to me and accepted by me, I will fully adhere to the Englewood Area Fire Control District's Rules and Regulations, General Orders, Standard Operating Procedures, Medical Treatment Protocols, and other such documents.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____

ENGLEWOOD AREA FIRE CONTROL DISTRICT

Headquarters
579 S. Indiana Avenue
Englewood, FL 34223



Phone: (941) 474-3311
Fax: (941) 473-2600
www.englewood-fire.com

APPLICATION OF EMPLOYMENT

APPLICANT INFORMATION		Date:
Last Name	First	M.I.
Street Address		Apt/Unit #
City	State	Zip Code
Phone	Email Address	
Date Available	Social Security #	
Position Applied For		
Driver's License No. *		State Issued
Driver's License Class	Expiration Date	
* Please attach a legible copy of your Driver's License.		

EMPLOYMENT HISTORY (most recent first)	
Company	Phone
Address	Supervisor
Job Title	Employment from: to:
Responsibilities and Duties	
Reason for Leaving	
Salary	May we contact your employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY	
Company	Phone
Address	Supervisor
Job Title	Employment from: _____ to: _____
Responsibilities and Duties	
Reason for Leaving	
Salary	May we contact your employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY	
Company	Phone
Address	Supervisor
Job Title	Employment from: _____ to: _____
Responsibilities and Duties	
Reason for Leaving	
Salary	May we contact your employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION		
High School		
Address		
From _____ To _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
College		
Address		
From _____ To _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
Other		
Address		
From _____ To _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree

BACKGROUND INFORMATION

Have you ever been employed by the Englewood Area Fire Control District?	If yes, when? From	To
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Reason for leaving?	Position
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To the best of your knowledge, have you or anyone in your immediate family worked for an individual or company that provides goods or services to the District?	If yes, when? From	To
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If yes, provide details.

1) Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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2) Have you ever been convicted of or pled nolo contendere (no contest) to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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3) Have you ever been convicted of or pled nolo contendere (no contest) to a First-degree misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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4) Have you ever been a defendant in a lawsuit involving an intentional tort? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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5) Are you now on probation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when? From	To
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Reason

6) Have you had a traffic violation in the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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7) Has your driver's license ever been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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VETERANS' PREFERENCE INFORMATION

Only residents of the State of Florida are eligible for Veterans' Preference.

Are you a resident of the State of Florida who will be claiming Veterans' Preference?

Yes No

FOR FLORIDA RESIDENTS:

- No – I am not a Florida resident. No – I do not qualify for Veterans' Preference.
 Yes – I am a current employee and I have used my Veterans' Preference.
 Yes – I am a Florida resident; I qualify for Veterans' Preference and I have attached my DD214.

Are you claiming Veterans' Preference?

Yes No

If eligible for Veterans' Preference, which Veterans' Preference Category are you claiming?

- Veterans' Preference Category 1 Veterans' Preference Category 2 Veterans' Preference Category 3
 Veterans' Preference Category 4 Veterans' Preference Category 5

If you stated that you were "a veteran of any war. . .". Please indicated the war here:

- WWII: December 7, 1941 thru December 31, 1947 Korean Conflict: June 27, 1950 thru January 31, 1955
 Vietnam Era: February 28, 1961 thru May 7, 1975 Persian Gulf War: August 2, 1990 thru January 2, 1992
 Operation Enduring Freedom: October 7, 2001 to be determined. Operation Iraqi Freedom: March 19, 2003 to be determined

IMPORTANT INFORMATION

- 1) Englewood Area Fire Control District does not discriminate based on race, religion, color, sex, age, notional origin, marital status, or disability. A job applicant with a disability who requires reasonable accommodation to participate in the application/selection process is required to make known the need for an accommodation to the appropriate District staff members.
- 2) Your application will **not** be considered unless complete answers are provided to all questions on this application. Resumes may be submitted as supplements but cannot be accepted in lieu of any part of this application.
- 3) An employee appointed to fill an established position on a full-time or part-time basis will be given Probationary Status for a period designated for the class. During this probationary period any requirements for license(s), certificate(s) and training as stipulated in the Minimum Qualifications for the class (position description) or Englewood Area Fire Control District's Rules and Regulations must be successfully completed. The probationary period may be extended at management's discretion. Management reserves the right to separate employees in the initial probationary period without the right to procedural due process in accordance with the District's Rules and Regulations.
- 4) Englewood Area Fire Control District makes every effort to accommodate individual preferences. However, work needs, District emergency preparedness (such as hurricanes) and schedule changes may make the following conditions mandatory, overtime, shift work, a rotating work schedule other than Monday through Friday, job reassignments and locations.
- 5) Successful completion of a driver license background check is a requirement for employment. Employment offers to successful candidates are conditional. Candidates given a conditional offer of employment are required to consent to and pass a pre-employment criminal background check, a pre-employment physical examination and a pre-employment substance screening test. A credit report may be required for certain positions. If so, you will be asked to sign a separate release in compliance with the Fair Credit Reporting Act at the time of offer.
- 6) All applicants accepted for employment must be in possession of an official social security card and must have demonstrated their eligibility to work according to Federal Law.
- 7) Certain positions with the Englewood Area Fire Control District may require the applicant to be eligible for bonding, eligibility for bonding will be consideration for determining an applicant's fitness for such position.
- 8) A false answer or a material omission to any question in this application may be grounds for not employing you, or for dismissing you after you begin work, which may negate continuing benefits for which you may otherwise be eligible.

APPLICANT'S AFFIRMATION

I understand that the Englewood Area Fire Control District may verify employment and education credentials at any stage at any stage of the hiring process. I hereby give the Englewood Area Fire Control District permission to make a thorough investigation of my entire work and educational records and to verify all other data I have provided, except where otherwise indicated. It is my understanding that this application, by law, will become public record when submitted and that the Fire District cannot guarantee me its confidentiality. I further understand that if employed, other potential employers may contact the Fire District from time to time for job-related information. I hereby authorize the Fire District from time to time, for job-related information. I hereby authorize the Fire District to provide factual job-related information to potential employers upon request. I have read and understand all of the information and agree to the terms provided herein and I hereby release the Englewood Area Fire Control District and others from any liability which may result from furnishing the information requested above. All requests for information have been completed as fully and accurately as possible and I recognize that any material misrepresentation or pertinent omissions of fact in my application may disqualify me from employment with the Englewood Area Fire Control District.

Sincerely _____

Dated _____