



# **KEY LARGO FIRE & EMS DISTRICT IS ACTIVELY SEEKING A FIRE –EMS CHIEF/DISTRICT MANAGER**



**ANNUAL SALARY RANGE: \$175,000-\$196,865.00 (DOQ)  
HEALTH, DENTAL AND VISION INSURANCE  
50% FAMILY HEALTH/DENTAL/VISION INSURANCE  
RETIREMENT (401K 10% MATCH)  
PAID TIME OFF AND 12 ANNUAL HOLIDAYS**



*The paradise of the Florida Keys is a world apart. Key Largo is abundant in sunshine, boasting 230-280 sunny days per year. The climate is subtropical with temperatures averaging between 63° & 89°. Residents enjoy year round outdoor activities such as fishing, boating, diving, snorkeling, biking, or simply enjoying one of our beautiful sunsets.*

*We invite all qualified candidates to apply. Further information is detailed in the application packet, or contact District Manager William Lombardo at [wlobardo@keylargofire-rescue-fl.gov](mailto:wlobardo@keylargofire-rescue-fl.gov).*



*Closing Date for applications/resumes is April 10, 2026*



## ***Key Largo Fire Rescue & EMS District Employment Application***

**DEAR APPLICANT,**

Thank you for your interest in the Key Largo Fire Rescue and EMS District.

We have prepared the following information to assist you in the application process and to answer whatever questions you may have. Continuation in this process is contingent upon successful completion of all required information, documents and testing. It is your responsibility to provide copies and other documents required.

Applications are form fillable and can be completed online, but need to be printed and mailed along with copies of all necessary documents, certifications and a resume to the listed email. Alternatively, the application and all documents can be hand delivered, Monday through Friday, from 0900 to 1700 hrs. to Key Largo Fire District, Station 24, 1 East Drive Key Largo Florida 33037.

### **Required Minimum Qualifications**

Please see the job description for the *Required Minimum Qualifications*, including the required certifications, additional requirements, and preferred qualifications. Copies of the applicable documents must be included with your application submittal.

### **Education and Experience:**

- Bachelor's Degree from a regionally accredited college or university in Fire Science, Fire Administration, Public Administration, Business Administration, or closely related field.
- Minimum fifteen (15) years of progressive fire service experience with five (5) years documented at supervisory and managerial levels.
- A combination of experience and education may be considered to meet the minimum qualifications.

### **Required Certifications:**

- Florida Minimum Standards of Firefighting Certification Firefighter II
- Florida State Fire Officer Certification
- Florida State Certified Emergency Medical Technician or Paramedic
- Certified District Manager (CDM) from the Florida Association of Special Districts (must obtain within 3 years of appointment)

- Florida Forestry Certification in S130/S190 as a wildland firefighter (must obtain within one year of appointment)
- Must have completed:
  - ICS-100
  - ICS-200
  - ICS-300
  - ICS-400
  - ICS-700
  - ICS-800

### **Additional Requirements:**

- Must have and maintain a valid FL State Driver's License within one year of appointment
- Must be available to respond to significant events within a timely manner
- Must participate in county-wide Emergency Management Operations
- Must be a non-smoking/non-tobacco using person, both on and off the job, at the time of appointment to the position and maintain same non-smoking and non-use throughout the term of employment
- Must successfully pass the District's medical/physical, drug screen, and background checks as a condition of appointment and employment
- Within one year of appointment, the Fire-EMS Chief must establish residency in Monroe County, Florida within 5 road miles of the District

### **Preferred Qualifications:**

- Florida Certified Paramedic
- Florida Fire Officer II certification
- Florida Fire Inspector I certification
- Master's Degree from a regionally accredited college or university in Fire Science, Fire Administration, Public Administration, Business Administration, or closely related field
- Executive Fire Officer (EFO) graduate from the National Fire Academy
- Chief Fire Officer (CFO) from the Center for Public Safety Excellence

### **Hiring Process**

- Step 1: Successfully pass a document review of qualifications and resume.
- Step 2: A virtual (online) interview will take place at a date to be determined.
- Step 3: If you are successful in the first interview, a second (in person) interview with agency stakeholders will occur.
- Step 4: A final (in person) interview will occur at a public meeting with the District Board of Commissioners.

- Step 5: The chosen candidate will receive a job offer, followed by salary negotiations, a start date, and onboarding.

## **GENERAL INFORMATION**

Oversight of the District is provided by five Fire Commissioners, duly elected by the citizens of the District. The Board of Commissioners has historically contracted with the Key Largo Volunteer Fire Department, Inc. to provide Fire Protection, and the Key Largo Volunteer Ambulance Corps, Inc. to provide ambulance services. Both of these organizations are not-for-profit corporations. The Board recently voted to stop contracting with these corporations and to begin providing the necessary services to the community directly by hiring and employing personnel, including a Fire-EMS Chief / District Manager to oversee all operations. This is a great opportunity to lead and manage this progressive organization through a pivotal and historical period.

# **FIRE-EMS CHIEF / DISTRICT MANAGER**

## **I. Job Description:**

### **Summary**

The Fire-EMS Chief is the Chief Executive Officer and District Manager. The position is an Executive-level, highly responsible managerial, professional, administrative, and technical position involving responsibility for the direction of all employees and activities of the District. The Fire-EMS Chief provides strategic leadership and overall administration of the District, exercising responsibility for planning, organizing, directing and coordinating this emergency service organization (ESO). The Fire-EMS Chief is specifically concerned with preventing and minimizing the loss of life and property by fire, accident, medical emergency, or other natural or man-made emergency incident.

The Fire-EMS Chief exercises oversight, direction, management, and leadership of all agency operations, divisions, departments, contracted services, administrative services, fire operations, fire prevention, training, and Emergency Medical Services (EMS).

The Fire-EMS Chief reports directly to the District Board of Commissioners and is responsible for implementing Board policies, managing District resources, and ensuring the efficient and cost-effective delivery of services to the community.

The Fire-EMS Chief is senior in rank and responsible for the fulfillment of all duties and authority commensurate with assigned responsibilities.

## **II. Essential Functions and Responsibilities:**

- Directs and oversees all aspects of District operations, including Fire, Rescue, and EMS emergency response, fire prevention, injury prevention, public education, training, and administration.
- Duties are carried out in accordance with accepted national and regional fire and EMS standards and recommended practices.
- Develops and implements District-wide strategic plans, policies, and procedures to ensure effective emergency response capabilities and administrative operations.
- Establishes and maintains effective working relationships with elected officials, other agency heads, neighboring jurisdictions, and community stakeholders.
- Ensures compliance with applicable federal, state, and local laws, regulations, and standards (as adopted by local, state, or federal policy or law).

- Serves as a primary representative of the District. Displays professionalism and comportment at all times, specifically in all intergovernmental activities, in professional associations, and community relations.
- Represents the District to the general public and the media; writes articles, and makes speeches or presentations to promote awareness of the District's mission and functions.
- Handles public inquiries and complaints; answers and clarifies these or refers them to the appropriate informational sources.
- Oversees recruitment, promotion, discipline, and development of District personnel.
- Develops and maintains mutual aid agreements with surrounding jurisdictions.
- Participates in firefighting, EMS, rescue, public education, and prevention activities.
- May take command in a fire or other emergency situation. Makes decisions for the District as required by circumstances and need.
- Analyzes and evaluates reports and statistics to ascertain trends and patterns. Deploys personnel and resources to meet various community and organizational needs.
- Supervises and participates in the planning, development, and execution of training programs.
- Conducts internal staff meetings.
- Oversees District facility, vehicle, and equipment maintenance and the internal decision making on new or replacement District facilities, vehicles, and equipment. As necessary, presents information and justification for Board consideration.
- Required to wear District uniform and civilian clothes, as appropriate.
- Attends seminars, conferences, training courses, meetings, and keeps abreast of technological advances relating to fire suppression, technical rescue, emergency medical services, community risk reduction, and fire prevention activities.

### **III. Knowledge, Skills, & Other Characteristics:**

- Displays and exercises the utmost degree of integrity and ethical behavior.
- Expert knowledge of a modern and progressive ESO, including administration, fire services, rescue, EMS, and emergency management principles and practices.
- Comprehensive understanding of public administration and State of Florida Special District operations.
- Ability to communicate clearly and concisely both orally and in writing.
- Effectively and efficiently plan, assign, supervise, evaluate, and direct assigned personnel to maximize the efficiency and effectiveness of the delivery of services by the District and to promote positive employee relations and team unity.

- Ability to organize and direct firefighting and emergency medical services of broad scope and complexity.
- Ability to use considerable independent judgment and discretion in managing situations that may occur.
- Ability to apply analytical skills for all related activities and interpret data for decision making, effective decisions, recommendations, reports, etc.
- Is familiar with: Florida Statutes § 633, Fire Prevention and Control, and F.S. §§ 189 and 191 regulating special district operations, as well as other federal, state, and local laws, ordinances, and regulations relevant to District operations.
- Is familiar with the Insurance Services Office (ISO) Public Protection Classification (PPC), and agency accreditation through the Center for Public Safety Excellence.
- Monitors actions of other governmental agencies with respect to annexation of Key Largo Fire, Rescue and EMS District boundaries. Is familiar with annexation laws and negotiates interlocal agreements with other agencies for consideration by the Board of Commissioners.
- Is familiar with Florida Sunshine and public record laws.
- Assists in selecting and maintains liaison with the District's law and accounting firms. Recommends to the Board of Commissioners continuation of or changes in these outside professional resources.
- Coordinates with architects, builders, general contractors, and other providers of services to the District.
- The District does not have the same infrastructure as a municipality; therefore, the Fire-EMS Chief must be knowledgeable in such areas as legal, management information systems, personnel policy, insurance, retirement, Firefighter Bill of Rights, Fair Labor Standards Act (FLSA), American with Disabilities Act (ADA), The Equal Employment Opportunity Commission (EEOC), and other related fields.
- Advanced knowledge of:
  - Fire suppression and prevention techniques and administration
  - Emergency medical services administration
  - Hazardous materials operations
  - Fire and EMS grants and grant programs
  - Personnel management and employee relations
  - Budget development and fiscal management
  - Public safety technology and communications systems
  - Emergency management and disaster preparedness
  - Fire service law and liability
  - Strategic planning and policy development

#### **IV. Strategic Leadership Responsibilities:**

- Oversees the development, implementation, and management of the District strategic mission, vision, goals, and objectives

- Establishes performance standards and evaluation metrics
- Reviews and approves operational policies and procedures
- Oversees major equipment and apparatus procurement
- Directs emergency operations during major incidents
- Coordinates with other agencies, districts, and departments
- Develops succession planning and leadership development programs
- Performs a gap analysis to ensure District readiness and capabilities
- Oversees grant applications and management
- Directs public information and community relations programs
- Manages District accreditation processes

## **V. Administrative Responsibilities:**

- Develops, manages, and reviews the preparation of the annual District budget, including staffing projections, organizational infrastructure and equipment needs. Presents a proposed annual budget to the Board of Fire Commissioners with justification for each request. Makes recommendations regarding capital project financing and investments of public funds.
- Ensures safe and efficient operation, maintenance, and repair of all District assets, whether leased, loaned, or owned by the District.
- Informs the Board of Commissioners of activities and operations, both through written monthly reports and intervening updates. Assures the preparation of the agenda for Board meetings, and requests input from Commissioners on agenda items.
- Oversees and ensures District compliance with budget and advertising requirements as detailed in the State of Florida Truth in Millage (TRIM) Act.
- Attends and participates in workshops, schools, seminars, conferences, committee meetings and public hearings related to fire, rescue, and EMS.
- Ensures compliance with District record keeping, bookkeeping, and reporting functions. Assists in facilitating the outside annual financial audit.
- Reviews and approves District expenditures up to the limit determined by a Board of Commissioners duly adopted resolution.
- Oversees personnel actions and disciplinary matters.
- Develops and maintains operational policies.
- Manages District contracts and agreements. Acts as the official business agent for the District. Signs contracts and reports on behalf of the District.
- Serves as, or appoints, the official custodian of the public records of the District, thus ensures all records are maintained available to the public in accordance with Florida Law.
- Ensures accurate record keeping and reporting.
- Prepares reports and provides information as required by governing authorities.

- Communicates and coordinates with members of the Florida Legislature and the Monroe County Board of County Commissions on issues that may affect the District.

## **VI. Supervisory Controls**

Reports directly to the Key Largo Fire Rescue and EMS Board of Commissioners

## **VII. Physical Demands**

Must be able to meet the requirements of NFPA 1582 Chapter 6, Medical Evaluation of Candidates, which details, among other critical items, that the employee must be able to wear all assigned gear and effectively perform emergency scene duties when needed. When on an emergency scene, requires good vision, good hearing, ability to distinguish odors, ability to walk, run, drive vehicles, crawl, stoop, push, pull, jump, and use other emergency, firefighting, and EMS equipment as required. Must be able to climb ladders and stairs and perform and supervise various physical operations and inspections.

## **VIII. Work Environment**

A considerable amount of time is spent working inside Station facilities. Outside work may occasionally be performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying inclement weather among others.

During occasions of local emergencies, this position may be required to report to perform emergency, planning, coordination and control tasks which may result in extended work hours, as well as extended periods of time away from family members.

Must be available for response to emergency scenes and to manage various situations during non-traditional work hours.

## **IX. Required Minimum Qualifications:**

### **Education and Experience:**

- Bachelor's Degree from a regionally accredited college or university in Fire Science, Fire Administration, Public Administration, Business Administration, or closely related field.
- Minimum fifteen (15) years of progressive fire service experience with five (5) years documented at supervisory and managerial levels.

- A combination of experience and education may be considered to meet the minimum qualifications.

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  - ICS-200
  - ICS-300
  - ICS-400
  - ICS-700
  - ICS-800
  -

### **Additional Requirements:**

- Must have and maintain a valid FL State Driver's License within one year of appointment
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- Chief Fire Officer (CFO) from the Center for Public Safety Excellence

## **VII. Professional Development:**

- Maintain membership in professional fire service organizations
- Participate in continuing education and professional development
- Attend conferences and seminars to stay current with fire service, EMS, and special district trends
- Engage in networking with other fire service and EMS leaders
- Pursue relevant advanced certifications and designations

*Note: This job description is illustrative, and not all inclusive. Job duties and requirements may be modified as needed to meet District and community needs. Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.*

# Key Largo Fire Rescue and EMS District Employment Application

## Important Instructions for completing the application:

- Please TYPE or PRINT in INK
- **All information** requested **must be completed** on the application. Incomplete or illegible applications will not be processed.
- This application form and its attachments are official property of the Key Largo Fire and EMS District and will not be returned, reused or copied for you after being submitted. You should retain a copy of this application for future use or reference.
- Only United States citizens or aliens who are legally entitled to work in the United States are eligible for employment.
- The Key Largo Fire Rescue and EMS District affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, qualified disability status or veteran status.
- If you require an accommodation during the application/interview process, please call Human Resources at (305) 451-2700.
- Please make sure you meet the minimum qualifications and the application deadline (if applicable).
- Applications are accepted Monday through Friday from 7:00 AM to 5:00 PM in the office of the fire district or you may mail your application to our office. Alternatively, you can E-mail your application to [wlombardo@keylargofirerescue-fl.gov](mailto:wlombardo@keylargofirerescue-fl.gov).

**Applications can be mailed to:**  
**Key Largo Fire and EMS District**  
**Human Resources**  
**1 East Drive**  
**Key Largo, FL 33037**

**Contact information:**  
 (305) 451-2700  
 (305) 451-4699 Fax  
[wlombardo@keylargofirerescue-fl.gov](mailto:wlombardo@keylargofirerescue-fl.gov)  
[www.keylargofire.org](http://www.keylargofire.org)

1. Official Job Title Applied For		2. (Leave Field Blank)	
3. Social Security #		4. Date of Application	
5. Last Name	6. First Name	7. Middle Name	
8. Mailing Address	9. City	10. State	11. Zip Code
12. Daytime Contact Phone	13. Evening Contact Phone	14. Email Address	
15. Driver's License #	State Issuing License	Class or Type of License	
16. Can you, upon employment, submit documentation verifying your identity and your legal right to work in the United States?			
Yes      No			
17. Check the schedules you are willing to work: <b>Does Not Apply – Continue to No. 18</b>			
Weekends/Holidays		Natural Disasters	24 Hour Shifts      12 Hours Shifts
18. Are you presently employed by the Monroe County, Islamorada, Tavernier, Ocean Reef, or Marathon ? If yes, specify city and title.			
Yes      No		Specify:	
19. If previously employed by Key Largo, Monroe County, Islamorada, Tavernier, Ocean Reef, or Marathon , list dates and title(s):			

Name:

20. If you are related to any department employee, board member, specify names, relationship:							
21. Are you able to perform all the essential functions of the job for which you are applying, with or without, reasonable accommodation?							
Yes                  No							
22. If you have been employed or attended school under other names, list names and dates of use:							
23. Dates of Military Service			Branch of Service				
From:		To:					
<b>Section B: Answer all questions. Do not include minor traffic violations (such as parking and speeding tickets)</b>							
24. Have you ever been convicted of a crime (misdemeanor, felony, or military court martial)?							
Yes                  No							
25. Have you ever been placed on probation?							
Yes                  No							
26. Have you ever been placed on deferred adjudication?							
Yes                  No							
27. Are there criminal charges currently pending against you?							
Yes                  No							
28. For any yes answer to questions 25-29, list type of offense, location and fine or sentence received. Convictions do NOT necessarily disqualify an applicant from employment consideration.							
<b>Section C: Education, Certification, Licenses &amp; Additional Skills</b>							
Do you have a High School Diploma		Mark highest level					
Yes                  No		Some HS Doctoral	HS/GED	Some College	Associate	Bachelor	
College, University or Vocational School Name & City, State		From	To	Major	Degree earned	Sem. Hours	
1.							
2.							
3.							
Licenses or Certificates				Date		Expiration	
1.							
2.							
3.							
In what language(s) other than English are you proficient?							
Language				Speak	Read	Write	
1.							
2.							
Additional Skills: List equipment, software, specialized systems or other skills that are related to the job for which you are applying.							

Name:

**Section D:** List jobs in reverse order starting with your most recent job. List your work history for the last 10 years including volunteer, part-time, temporary, self-employment and military jobs. Provide a detailed description of duties performed. Do NOT substitute a resume for completion of this section. You may attach additional pages in the same format if more space is needed.

Employer	Address	City, State and Zip Code	
Your Job Title	From (Month/Year)		To (Month/Year)
Last Salary	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		Yes	No
Duties:			
Employer	Address	City, State and Zip Code	
Your Job Title	From (Month/Year)		To (Month/Year)
Last Salary	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		Yes	No
Duties:			
Employer	Address	City, State and Zip Code	
Your Job Title	From (Month/Year)		To (Month/Year)
Last Salary	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		Yes	No
Duties:			

Name:

Employer	Address	City, State and Zip Code	
Your Job Title		From (Month/Year)	To (Month/Year)
Last Salary	Hours per Week	Reason for Leaving	
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?	
		Yes	No
Duties:			
<b>Professional Reference:</b> Name	Relationship / Occupation		Phone
1.			
2.			
3.			
<b>Emergency Contact:</b> Name (Last, First)	Relationship	Phone	Phone
1.			
<p><b>Drug Free Work Environment:</b> The Key Largo Fire District is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalists for all job openings will be required to provide a urine sample to determine the use of alcohol, illegal or controlled substances. Failure of the drug alcohol screen will result in denial of employment.</p> <p><b>Falsification of Information:</b> I hereby certify that all statements made on this application and attachments are true and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentation or omission made by me on this application or subsequent interview(s) could cause me to be ineligible for employment or terminated from employment. Further I understand that I am required to abide by all rules and regulations of the Key Largo Fire District.</p> <p><b>Verification of Information:</b> I authorize the Key Largo Fire District and its agents to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested. I understand that employment processing may include a criminal background check, drug screening and/or review of the driving record. I hereby release the Key Largo Fire District and its agents from all liability in making any investigation and inquiry relative to information contained in the application form. I understand that nothing in this application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in the nature of a contract. I agree to submit to medical examination and drug screening, if required.</p> <p>The Key Largo Fire District participates in eVerify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The KLFDD will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.</p>			
<b>I have read and agree to the above statements</b>			
Signature:		Date:	