

**MAJOR FUNCTION**

This is supervisory work administering, coordinating, and performing the activities of a functional unit within a division (EMS & Training and Prevention) within the Tallahassee Fire Department. Specific work assignments are dictated by the unit's mission. Work is performed under the direction of the Assistant Division Chief, and the work is reviewed through reports, observation, and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Administers, coordinates and performs activities of a functional unit within a division. Coordinates special projects within the functional unit. Directs and participates in training activities and studies modern firefighting methods and techniques or other subjects applicable to the functional unit to which the position is assigned. Keeps records and evaluates performance of programs and personnel. Schedules and coordinates activities, trains personnel, conducts investigations and inspections, and prepares reports as required to support the personnel and activities of the area to which the position is assigned.

**Other Important Duties**

Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the operation and maintenance of the various types of apparatus and equipment used in firefighting activities. Working knowledge of first aid principles and methods. Working knowledge of the Fire Department's rules and regulations and the specific rules, regulations and information that is necessary for successful job performance in the functional unit to which the position is assigned. Working knowledge of fire prevention methods and of city ordinances on fire prevention. Ability to lead personnel effectively and maintain discipline. Ability to exercise sound judgment. Ability to prepare clear and concise reports. Skills in the use of personal computers and the associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of an associate's degree with course work in fire science, fire administration, business or public administration, medical technology or a related field and nine years of paid firefighting experience. Three years of the required experience must have been as a Fire Specialist or Lieutenant. A bachelor's degree in fire science, fire, business, medical technology or public administration may substitute for one year of the required paid firefighting experience.

**Necessary Special Requirements**

Must be a certified firefighter in the State of Florida at the time of application.

Must possess a Florida emergency medical technician (EMT) certification at the time of application and maintain same as a condition of continued employment in the job class.

Must possess a valid Class E State driver's license or equivalent, as determined by the City, at the time of application.

Must possess a Florida Fire Officer I certification at the time of appointment. As of August 1, 2017, must possess at time of application.

Special Requirements for Designated Functional Areas

EMS/Training – Must possess a valid Florida Fire Instructor II certification at time of appointment and maintain same as a condition of continued employment. Must obtain self-contained breathing apparatus (SCBA) training within 6 months of appointment to the position and maintain same as condition of continued employment. Must possess Florida Live Fire Instructor at time of appointment and maintain same as condition of continued employment. As of August 1, 2017, must possess at time of application.

Prevention – Must possess valid Florida Fire Safety Inspector and Florida Arson Investigator certifications at time of appointment and maintain same as a condition of continued employment. As of August 1, 2017, must possess at time of application.

Established: 03-10-15  
02-19-16