

MAJOR FUNCTION

This is responsible managerial, supervisory, and technical work directing the activities of several stations within the Tallahassee Fire Department. Work is performed under the general supervision of a Division Chief and is reviewed through reports, observation, and results obtained.

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

Directs, administers, plans and coordinates the assigned personnel and daily activities performed in a battalion of fire stations on an assigned shift. Reviews and analyzes internal and external reports on operations, incidents, staffing and equipment and makes recommendations for changes. Conducts special studies and investigations. Serves as liaison between the fire department and other organizations, both internal and external to the City. Supervises and trains personnel, as applicable. Inspects and provides for the proper maintenance, cleaning and replacement of all assigned equipment. Recommends the hire, assignment, transfer, suspension, advancement, discipline and discharge of personnel. Adjusts grievances and prepares employees performance evaluations. Recommends approval or denial of step increases. Serves as department representative on statewide committees. Performs related work as required.

Other Important Duties

Assists in formulating and/or amending departmental policies and operational procedures. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of firefighting tactics and principles prescribed by department policy. Thorough knowledge of techniques used in rescue, evacuation, first aid, confinement of fire, extinguishment and chemistry of fire and ventilation, salvage and overhaul. Thorough knowledge of arson investigation procedures and related court procedures. Considerable knowledge of radiological monitoring and other appropriate civil defense functions. Must be prepared to execute the Fire Department's role in this area in the event of an enemy-caused or domestic emergency. Considerable knowledge of emergency medical care equipment policies and procedures. Considerable knowledge of fire prevention programs and knowledge of the fire prevention code on a fire company level. Ability to successfully commit and command fire companies at the scene of a fire or other emergency. Ability to conduct in-station training classes on appropriate fire service subjects as directed. Ability to interpret and understand written policy concerning laws, ordinances, rules, regulations, orders, notices, and procedures which establish and regulate the activities of the department. Ability to supervise and instruct subordinate personnel. Ability to perform administrative functions and solve personnel problems at the battalion level. Skill 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 in fire science, fire administration, business or public administration, medical technology or a related field and ten years of firefighting experience in the Tallahassee Fire Department, one year of which must have been in the rank of Captain. A bachelor's degree in fire science, fire administration, business or public administration, or medical technology 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.

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.

Must possess Florida Fire Safety Inspector and Florida Fire Officer II certifications within six months of promotion in the job class and maintain same as condition of continued employment in the job class. Florida Incident Safety Officer certification is preferred.

Revised: 07-11-80
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