

MAJOR FUNCTION

This is very responsible managerial, administrative and technical work assisting in planning, directing and coordinating operations and activities in the Fire Department. Work includes direction, supervision and administration over all divisions of the department, which are responsible for suppression, training, and emergency medical services, communications, prevention, facilities and building maintenance, and logistics support. An employee in this class performs the duties of the position under policies and directives of the Fire Chief. Although work is subject to review and inspection of the Fire Chief, the incumbent works with relative independence in day-to-day activities requiring the exercise of considerable independent judgment and initiative. Review of work is accomplished through conferences, review of operations, analysis of reports and recommendations, and evaluation of results by the Fire Chief.

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

Manages a considerable variety and volume of professional and technical work. Plans, organizes, supervises and administers the activities and day-to-day functions of a designated division or divisions of the department. Assumes responsibility for the department and serves as Acting Fire Chief in the absence of the Fire Chief. Assists in the development of departmental policies, procedures, rules and regulations. Reviews and analyzes internal and external reports to determine trends and makes recommendations for changes in organization, administration, and operations to the Chief. Inspects operations to ascertain level of performance. Provides direction regarding the maintenance of fire stations, their grounds, fire equipment, materials and supplies. Makes oral and written reports. Serves on the City's Emergency Management Team. Prepares and administers the annual budget for the department. Recommends hiring, transfer, promotion, discipline, grievance resolution or discharge of employees. Conducts performance evaluations and, for non-collective bargaining unit employees, recommends approval or disapproval of merit increases. Oversees training, development and safety of department personnel. Performs related work as required.

Other Important Duties

Attends and participates in conferences and meetings of City officials and with community and neighborhood groups. Investigates and makes recommendations on personnel problems that may arise. Completes special projects, as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of modern fire administration, suppression and prevention. Thorough knowledge of the laws and ordinances to be enforced. Thorough knowledge of the geography of the City and surrounding area, including the locations of principal buildings. Thorough knowledge of departmental training program. Ability to plan, organize, direct and administer fire department activities of broad scope and intensity. Ability to establish and maintain effective working relationships with employees and the general public. Ability to speak and write effectively. Ability to assign and review work of subordinates and provide instructions in a manner conducive to improved performance and high morale. Good physical condition. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, fire science or a related field, supplemented by technical training in fire prevention and suppression and formal training in fire administration, and ten years of paid experience in a fire department, or an equivalent combination of

training and experience. Five years of the required experience must have been as a fire supervisory officer in a line or staff function in a department comparable in size to the Tallahassee Fire Department with four of the five in a position equivalent to a second level supervisory position. A master's degree in business or public administration, fire science, or fire 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 must maintain said certification as a condition of continued employment.

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

Revised: 01-21-85
04-05-89
09-12-91
04-20-04*
12-09-05
03-23-06
06-01-11
03-19-15
02-19-16