

**MAJOR FUNCTION**

This is supervisory work directing the activities of a fire company within the Tallahassee Fire Department. Work is performed under the direction of a superior officer, and the work is reviewed through reports, observation and results obtained.

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

Coordinates and manages the response to fire alarms in an assigned district during an assigned shift. Transmits orders and information to subordinates, as applicable. Review reports for completeness and quality assurance. Directs and participates in training activities and studies modern firefighting methods and techniques. Keeps records and evaluates performance of subordinates, as applicable. Schedules and coordinates activities, trains personnel, conducts investigations, and prepares reports as required to support the personnel and activities of the area to which the position is assigned. Recommends the hire, transfer, suspension, promotion, discipline, and assignment of personnel and prepares employees performance evaluations. Performs related work as required.

**Other Important Duties**

Serves in the absence of the Captain. 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. Working knowledge of fire prevention methods and of city ordinances on fire prevention. Ability to supervise subordinates in the effective use of firefighting equipment and apparatus or other equipment used in the functional unit to which the position is assigned. 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 a high school diploma or an equivalent recognized certificate and six years of firefighting experience in the Tallahassee Fire Department, two years of which must have been in the rank of Fire Engineer. Experience in a Fire Specialist position may substitute for up to one year of the required Fire Engineer 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.

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03-25-91  
02-09-94  
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