

**MAJOR FUNCTION**

This is responsible administrative, managerial and supervisory work directing the operations of a functional unit (EMS & Training, Logistics, Prevention) of the Tallahassee Fire Department. While the mission of the functional unit to which positions are assigned dictates specific duties and responsibilities, job class incumbents are charged with full responsibility for managing the work processes, personnel and resources assigned to the designated unit. Work is performed under general administrative direction with review through conferences, reports and results obtained.

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

Plans, organizes, supervises, and administers the activities and day-to-day operations of a functional unit of the department. Supervises, reviews and coordinates staffing plans. Prepares annual budget and establishes goals and objectives for the unit. Within limits of delegated authority, is totally responsible for the performance, training, development, safety, and discipline of the unit's personnel. Serves as liaison between the designated unit and internal or external entities as is necessary to represent the unit, solve problems, coordinate resources, etc. Attends and participates in conferences or meetings in present capacity, or as a representative of the Chief's office. Recommends the hiring, transfer, suspension, promotion, demotion, assignment, grievance resolution or termination of employees. Conducts performance evaluations and recommends approval or disapproval of step or merit increases. Performs related work as required.

**Other Important Duties**

Responds to citizen inquiries/complaints or inquiries from the City Commission or executive staff. Participates in the collective bargaining process, as assigned. Identifies and coordinates the resources to resolve complex administrative or personnel issues requiring counseling, fitness for duty evaluations, progressive discipline, or other related issues. Serves in the absence of the Deputy Fire Chief, as assigned. Performs other related work as required.

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

Thorough knowledge of the modern principles, practices, and methods of fire administration, organization, and day-to-day operations of the functional unit (EMS & Training, Logistics, Prevention) to which the position is assigned. Considerable knowledge of fire department operating procedures, rules, and regulations. Considerable knowledge of the pertinent laws, ordinances and codes pertaining to fire departments and fire code violations. Considerable knowledge of the methods of preventing or mitigating property damage, injury, or loss of life from fire and accidents. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to exercise good judgment in evaluating situations and making decisions. Ability to react quickly and calmly in emergencies. Ability to observe situations analytically and objectively and prepare concise and accurate written reports. Ability to plan, organize, train, and supervise subordinates in a manner conducive to high performance and good morale. Ability to communicate effectively, orally and in writing. 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. Skill in tactical and strategic planning. Skill in the use of computers and their associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of an associate's degree in business or public administration, fire science, fire administration, or a related field and ten years of paid firefighting experience, four years of which 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 three of the four in a position equivalent to a second level supervisory position (Captain or above), or as a Fire Coordinator or Senior Fire Specialist. A bachelor's or 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. A valid State of Florida Paramedic certification may substitute.

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

\* Note: If selected, an out of state applicant must obtain their Certificate of Compliance as a State of Florida firefighter and their Florida Emergency Medical Technician (EMT) certification within twelve months of appointment.

In addition to the requirements stated above, personnel assigned to specialty areas to include but not limited to, Prevention and EMS & Training may be required to possess or obtain additional certification(s) as necessary for the assignment.

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