

**MAJOR FUNCTION**

This is responsible managerial, supervisory, and technical work directing the activities of a functional area 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 functional area within the department. Reviews and analyzes internal and external reports on incidents, staffing, and equipment and makes recommendations for changes. Conducts special studies and investigations. Develops programs as related to functional area and coordinates their delivery. 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. Assists in development and expenditure of functional area budget. 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. Serves in the absence of the Division Chief. 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/functional area 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 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. 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 appointment and maintain same as a condition of continued employment.

Must possess a valid Class E State driver's license at the time of appointment.

Must possess a Florida Fire Officer I certification at the time of appointment.

Effective October 1, 2015, must possess Florida Fire Officer II certification within six months of promotion in the job class and maintain same as condition of continued employment in the job class.

Additional Special Requirements for Designated Functional Areas:

EMS/Training – Must possess valid Florida Instructor and Florida Paramedic certifications at time of appointment and maintain same as a condition of continued employment.

Prevention - Must possess valid Florida Fire Safety Inspector certification at time of appointment and maintain same as a condition of continued employment. Florida Arson Investigator certification additionally preferred.

Established: 09-20-14  
03-19-15