

**MAJOR FUNCTION**

This is supervisory work directing the activities of a fire company or performing activities of a functional unit within a division (Administration, EMS & Training, Logistics, and Prevention) within the Tallahassee Fire Department. Work is performed under the direction of a superior officer or designated position, and 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.

**Functional Unit:**

Schedules and coordinates activities, trains personnel, conducts investigations and inspections, and prepares reports as required to support the personnel and activities of the area to which the position is assigned. Keeps records and evaluates performance of programs.

**Information:** Administers, plans, and coordinates the daily activities of the public information function within the Tallahassee Fire Department under the direction of a designated position. Trains personnel, as applicable. Acts as Public Information Officer (PIO) and assists in the assessment and recommendation of policies of the department as related to public information, community relations, and internal communications/relations. Develops, negotiates, implements, and maintains standardized operating procedures that meet the needs of the department as related to these areas. Coordinates with both internal and external agencies and command staff on external and internal communications related to specific incidents and developing trends. Tracks and analyzes different communications streams. Coordinates with shift PIOs. Oversees recruitment team. Assists with public education activities as needed. Builds and maintains effective working relationships with businesses, neighborhoods, and other partners. Responds to emergency situations as required. Performs related work as required.

**Logistics:** Directs, administers, plans, and coordinates the daily activities associated with the Consolidated Dispatch Agency and the Tallahassee Fire Department. Trains personnel, as applicable. Acts as liaison and assists in the assessment and recommendation of policies and equipment needs of the department as related to consolidated dispatch activities. Acts as subject matter expert to the Consolidated Dispatch Agency Operations Division in issues pertaining to and impacting the department. Develops, negotiates, implements, and maintains standardized operating procedures that meet the needs of the department as related to consolidated dispatch activities. Assists in coordinating the maintenance, repair, replacement, and future upgrades to the Consolidated Dispatch Agency, as it relates to the fire department. Confers, coordinates, and implements fire-related computer aided dispatch responses. Develops, tracks, and analyzes statistical performance information for Consolidated Dispatch Agency/Tallahassee Fire Department improvements. Provides guidance in the development and delivery of Fire/Consolidated Dispatch Agency communications training curriculum. Provides training and support of assigned division projects. Provides inventory control and support as needed on radios, Mobile Data Computers, and Fire assigned desktops. Prepares reports and documentation to support all aforementioned activities. Requires availability during major events and Emergency Operation Center activations to provide Fire Liaison services to the Consolidated

Dispatch/Fire Department during these events. Responds to emergency situations as required. Performs related work as required.

Public Education: Conducts public displays and public speaking engagements. Evaluates safety surveys. Develops public safety programs that will help educate the public.

#### Other Important Duties

Serves in the absence of the Captain. Completes special projects as assigned. Performs related work as required. Performs community outreach activities.

Functional Unit:

Completes special projects as assigned. Performs related work as required.

Information: Selects the most effective means of information medium. Serves as representative on various emergency response and recovery teams. Reviews requests for information related to high profile incidents.

Logistics: Utilizes generally accepted training methods which involves judgment and original thinking. Selects the most pertinent guidelines to effectively develop the necessary educational material. Discusses unusual problems and deviations from guidelines with appropriate staff.

### **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 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 computers and the associated programs and applications necessary for successful job performance.

Functional Unit:

Information: Thorough knowledge of department organizational structure and division specific responsibilities. Considerable knowledge in communications and technology mediums. Ability to conduct training classes on fire related media relations. Ability to interpret and understand written policy concerning laws, ordinances, rules, regulations, orders, notices, and procedures specific to public records.

Logistics: Thorough knowledge of techniques used in rescue, evacuation, first aid, confinement of fire, extinguishment and chemistry of fire and ventilation, salvage, and overhaul. Considerable knowledge of telecommunications operations and technology options for providing critical dispatch information to field units. Ability to conduct training classes on fire service operations and telecommunication processes. 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.

**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. 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.

Must possess a Florida Fire Officer I certification.

**Special Requirements for Designated Functional Areas**

**EMS/Training: (Instructor):** Must possess a valid Florida Fire Instructor certification at time of application and maintain same as a condition of continued employment. Must possess Florida Live Fire Instructor certification within 12 months from time of appointment and maintain same as a condition of continued employment.

**Information:** Must possess FEMA-IS29/FFP-PIO and/or FEMA G290 PIO certification within six months of appointment in the job class.

**Logistics:** Must possess a Florida Fire Instructor certification within six months of appointment in the job class and maintain same as a condition of continued employment in the job class. Must possess the International Academies of Emergency Dispatch (IAED) Emergency Fire Dispatcher (EFD) certification within 12 months of appointment to the position and maintain same as a condition of continued employment in the job class.

**Prevention:** Must possess a valid Florida Fire Safety Inspector certification within 6 months from time of appointment and maintain same as a condition of continued employment. Must possess a valid Florida Arson Investigator certification within 12 months from time of appointment and maintain same as a condition of continued employment.

**Public Education:** Must possess a Florida Fire and Lifesafety Educator certification within six months of appointment to the position and maintain same as a condition of continued employment in the position.

**Special Operations:** Must possess a valid Florida Fire Instructor certification at time of application and maintain same as a condition of continued employment. Must possess Florida Live Fire Instructor certification within 12 months from time of appointment and maintain same as a condition of continued employment. Must complete Certified Air Mask Repair Education within 6 months of appointment and maintain same as a condition of continued employment in the position. Must obtain NFPA 1821 (PPE Inspection) Certification within 6 months of appointment and maintain same as a condition of continued employment in the position. Urban Search and Rescue or HazMat Technician Level at time of application is preferred.

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02-09-94  
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