

**MAJOR FUNCTION**

This is responsible for managerial, supervisory, and technical work directing the activities of a Suppression team or a functional unit or specialty area within a division (EMS& Training, Logistics, and Prevention) within the Tallahassee Fire Department. The designated team's mission dictates specific work assignments. Work is performed under the general supervision of a Battalion Chief or 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 of a team within fire stations on an assigned shift or functional unit within a division. In Suppression: 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. Performs related work as required. Reviews reports for completeness and quality assurance Within functional unit: Directs and participates in training activities and studies modern firefighting methods and techniques or other subjects applicable to the functional unit to which the position is assigned. Keeps records and evaluates performance of programs and personnel. 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.

Logistics: Supervises personnel in the areas of CDA liaison and facilities and maintenance. 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 technology. Develops, negotiates, implements, and maintains standardized operating procedures that meet the needs of the department as related to equipment and technology. Coordinates the research, planning, and decision making necessary to establish goals, set priorities, and budget resources necessary to obtain those goals with City's T& I staff and the Division Chief of Logistics. Assists in coordinating the maintenance, repair, replacement, and future upgrades to the City's T& I technologies, equipment, furnishings, and facilities as it relates to the fire department. Develops, tracks, and analyzes statistical performance information for Tallahassee Fire Department improvements. Provides guidance in the development and delivery of T&I training within the fire department. Implements and provides direction for T&I and Division of Logistics projects. Prepares reports and documentation to support all aforementioned activities. Requires availability during major events and Emergency Operation Center activations to act as Subject Matter Expert in fire unit response and provides Technical Support services to the Fire Department during these events. Responds to emergency situations as required. Performs related work as required.

Public Education: Directs, administers, plans, and coordinates the assigned personnel and daily activities of the public education team within the Tallahassee Fire Department. Duties include public education and community outreach. Oversees the public educators to include training, development of training materials and program implementation. Recommends the assignment of personnel to the team and assists in the completion of the team member's performance evaluations. Researches and identifies local fire problems. Designs programs to communicate with the public. Gives presentations to elementary schools, pre-schools, and other interested groups. Counsels individuals, families, and groups on proper procedures for preventing and dealing with fires. Maintains and evaluates educational efforts to ensure public awareness of fire prevention solutions. Maintains accurate records. Schedules appointments for presentations and counseling sessions. Does follow-ups via email and telephone calls. Attends training conferences, seminars, etc. to stay current on new methods and techniques for educating the

public. Establishes and maintains effective working relationships with departmental staff, schools, the business community, community organizations, and the general public. Conducts fire safety inspections as assigned. Supervises, evaluates, and disciplines subordinates. Researches and prepares grants specific to public education. Responds to emergency situations when required. Performs related work as required.

#### Other Important Duties

Assist in formulating and/or amending departmental policies and operational procedures. Serves in the absence of the Battalion Chief. Performs community outreach activities. Performs related work as required. Within functional unit: Completes special projects as assigned.

Logistics: Assists in formulating and/or amending departmental policies and operational procedures. 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.

Public Education: Assists in formulating and/or amending departmental policies and operational procedures. Selects the most pertinent guidelines to effectively develop the necessary educational material. Performs related work as required.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge, Abilities and Skills

(As applicable to Suppression or functional area.) 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 assume temporary command in the absence of a Chief Officer. Ability to successfully commit 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 or functional unit level. Ability to prepare clear and concise reports. Skill in the use of computers and the associated programs and applications necessary for successful job performance.

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.

Public Education: Considerable knowledge of fire prevention programs and fire prevention code on a fire company level. Ability to conduct in-station training classes on public education. 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 oversee and instruct subordinate personnel. Knowledge of the basic principles of firefighting technology. Ability to design and implement fire education programs.

#### Minimum Training and Experience

Possession of an associate degree with course work in fire science, fire administration, business or public administration, medical technology or a related field and nine years of firefighting experience in the Tallahassee Fire Department, three years of which must have been in the rank of Lieutenant. Experience in a Fire Specialist, Senior Fire Specialist, or Fire Coordinator position may substitute for up to two years of the required Lieutenant experience. A bachelor's degree in fire science, fire, business, medical technology, or public 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 maintain same 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.

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

Must possess a Florida Fire Safety Inspector certification within six months of promotion in the job class and maintain same as a condition of continue employment in the job class.

Effective November 1, 2026, must possess and have on file with the department a valid Florida Fire Safety Inspector certification before an employee can be considered for this job classification.

Preferred: Florida Arson Investigator certification.

#### Additional Requirements for Designated Functional/Specialty Areas

Training – Must possess a valid Florida Fire Instructor I certification at time of application. Must possess Florida Fire Instructor II within 6 months of appointment to the position and maintain same as condition of continued employment. Must possess Florida Live Fire Instructor within 6 months of appointment to the position and maintain same as condition of continued employment. Must possess Fire Officer II within 12 months of appointment to position.

EMS/Health & Safety – Must possess Florida Paramedic Certification at time of application and maintain same as condition of continued employment. Must possess a valid Florida Fire Instructor I certification at time of application. Must possess Florida Fire Instructor II within 6 months of appointment to the position and maintain same as condition of continued employment. Must possess The Florida State Fire College Incident Safety Officer certification within six months of appointment to the position. Must possess The Florida State Fire College Health & Safety Officer certification within six months of appointment to the position. Must possess current ITLS and PALS certifications and maintain same as condition of continued employment. Must possess CPR Instructor certification within 6 months of appointment to the position and maintain same as a condition of continued employment.

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 valid Florida Fire Safety Inspector and Florida Arson Investigator certifications at time of application and maintain same as a condition of continued employment.

Public Education: Must possess a Florida Fire and Lifesafety Educator certification within twelve months of appointment in the job class and maintain same as a condition of continued employment in the job class.

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