

MAJOR FUNCTION

This is responsible supervisory, and technical individual that works directing the activities of the specialty teams within the Tallahassee Fire Department. Work is performed under the general supervision of a Deputy Chief and is reviewed through reports, observation, and results obtained. Under general direction, directs and supervises the activities of department personnel through the chain of command, ensuring proper and prompt response to emergency situations.

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

Directs, trains, administers, plans, and oversees the activities of assigned personnel of the Specialty Teams in the department. Reviews and analyzes internal and external needs regarding special operations for incident staffing, equipment and makes recommendations during the emergency. 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 appointment, assignment, transfer, suspension, advancement, discipline, and discharge of team personnel. Prepares and gives input on team members performance evaluations. 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. 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. Must be prepared to execute the Fire Department's role in this area in the event of an enemy-caused or domestic emergency. Ability to successfully commit and command specialty team members at the scene of an emergency. Ability to conduct in-station training classes on appropriate Specialty Team disciplines 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. 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 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 at the time of application.

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

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

Must possess Florida Fire Officer II certification within twelve months of promotion in the job class.

Must be a Hazardous Material Technician and/or Urban Search and Rescue Technician at time of application.

Established: 02-10-24