

FIRE DIVISION OFFICER

CODES/PAY RANGE

Class Code: EEO Code: B FLSA: E Pay Range: 218

MAJOR FUNCTION

Highly responsible administrative and technical work overseeing the management and daily operation of functions within branches or activities of the Fire Services Division.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Assumes the assigned responsibilities and duties in the absence of the Deputy Fire Chief.

May plan, organize and direct specific fire and rescue operations with respect to equipment, apparatus, and personnel. Provides for suitable training and discipline. Assists with and coordinates fire services matters with various team leaders. Assists in the development of long-range fire protection and suppression programs.

Assists in the preparation of Fire Service's annual budget document. Assists with administration of budget in accordance with established policies and procedures. Assists in preparation of long-range capital budget. Assists in the preparation and analysis of records and reports to secure efficient operations and to meet fire services demands.

May assume command and direct operations of a fire scene or other emergency situation from a subordinate officer

Makes recommendations and submits drafts of General Directives, Standard Operating Guidelines, etc. for the purpose of establishing and/or clarifying policy and procedure.

Ensures that all personnel under his/her command comply with Federal, State and local regulations, and that the terms of collective bargaining agreements are complied with, and all Division standards are met.

May make recommendations and provides input for proposals to be submitted for inclusion in the collective bargaining process. Responsible for the effective operation, quality of service and morale of all battalions and personnel assigned to their command.

Assists in the selection process of new employees. May make recommendations, or initiate, as appropriate, actions to reprimand, suspend, demote, promote and transfer division personnel.

Evaluates employee performance and completes written employee performance forms. Counsels employees on regular basis. Makes recommendations on the retention or rejection of probationary personnel. Approves leave and overtime compensation for subordinates.

Recommends and administers disciplinary action when appropriate and/or when other non-punitive corrective measures are ineffective. Reviews and maintains records and reports regarding personnel, alarms, supplies, and other matters relating to the division.

May ensure compliance with State and Federal regulations as an ALS agency. May provide recommendations for EMS training and programs, including up-to-date infectious control and post exposure controls. May track and maintain all medical supplies and equipment. May screen medical reports for compliance with medical protocols and quality care.

May coordinate and deliver Training programs for VCFS personnel and other VCFS educational partners to influence statewide training curriculum. May research industry trends and determine if they fit the needs and capabilities of VCFS.

May organize and conduct in-service training. May be required to coordinate facilities maintenance.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern firefighting principles and practices involved in instructing and training members of a fire unit. Knowledge of Fire Prevention codes. Knowledge of emergency medical services and emergency management principles and programs.

Knowledge of contents of Merit Rules and Collective bargaining agreements and ability to ensure fair and equitable compliance with the terms of these documents.

Ability to apply knowledge too specific training problems. Ability to lead personnel effectively and maintain discipline. Ability to supervise the work of, and motivate subordinate personnel in a manner conducive to full performance and high morale. Ability to maintain accurate records and prepare clear reports. Ability to write and speak effectively.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate's degree and six (6) years full time paid firefighting experience, two (2) years of which must be full time paid fire experience at the Battalion Fire Officer level, higher, or equivalent rank;

30 college credit hours and two (2) additional years of paid fire experience at the Battalion Fire Officer level, higher, or equivalent rank can be substituted for the Associate's degree.

CERTIFICATIONS

1. Must possess and maintain Florida Firefighting Certificate of Compliance.
2. Must possess and maintain Florida EMT License.
3. Possess a valid State of Florida driver's license and proof of completion of an approved Emergency Vehicle Operator Course (EVOC) in accordance with Florida Statutes.
4. Must obtain Fire Officer I certification within 18 months of appointment.

Note:

State of Florida Paramedic Certification, Pediatric ALS, BTLS, ACLS and formal infectious control training may be required.

Fire Services Instructor II Certification may be required within one (1) year.

ADA REQUIREMENTS

Physical Demands: Heavy to Very Heavy work. Ability to see (color, depth perception), hear, speak, smell. Ability to lift and carry (100 lb.), pull, push, climb, carry, stand, crouch, balance, handle, grasp, finger dexterity, walk, crawl, kneel, reach.

Mental Demands: Ability to read and comprehend professional manuals, journals and periodicals; safety rules and instructions; applicable codes and ordinances. Ability to perform general mathematical functions including basic math, geometry, and shop math. Ability to write business letters, summaries and reports. Ability to clearly explain ideas and discuss ideas. Ability to speak clearly to layman on theory, principles and methods of discipline.

Environmental Demands: Both inside and outside work. Exposure to hazardous situations; extremes in temperature (hot and cold); changes in temperature; contact with water; humidity; noise or vibration; fumes (may be toxic in nature); odors; dust; poor ventilation.

Revised 10/07

New 10/04