

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ASSISTANT FIRE CHIEF – ISLE OF CAPRI

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in managing, directing and coordinating the activities of all fire, rescue, and emergency services and departmental operations within the fire district while exercising responsibility for enforcement of federal, state, and local laws, codes and ordinances relating to public safety and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates activities and assignments; ensures proper allocation of personnel and other resources; approves timesheets and leave time.

Oversees and evaluates fire, rescue and emergency services; determines proficiency level and identifies areas requiring improvement; formulates and executes action plan to correct deficiencies; investigates complaints against department personnel.

Interacts with other fire districts and agencies throughout the county; coordinates mutual fire and rescue protection plans with surrounding municipalities.

Enforces all county fire codes, ordinances and fire laws and regulations of the state in order to protect life and property; complies with all rules, orders, and instructions issued by officials.

Responds to major alarm fires and emergency calls involving fire, hazardous materials, natural and man made disasters, rescue, and other critical incidents; evaluates on scene conditions and determines strategy and tactics.

Establishes and assumes command of an incident management center at emergency scene; issues orders/commands company in rescue and firefighting operations; drives emergency vehicles and operates fire suppression equipment as needed; ensures appropriate precautions and procedures are followed during firefighting activities.

Performs and directs necessary activities to resolve, downgrade, or terminate emergency incidents and to ensure maximum safety of all persons; ensures optimal deployment and accountability of physical resources; determines need for and requests additional/back-up personnel as appropriate; performs fire investigations to determine cause.

Oversees and directs scheduling of maintenance and repair of fire equipment, vehicles, and station facilities; inspects station, grounds, apparatus, and personnel; ensures adherence to guidelines and regulations.

Meets with and responds to questions, complaints, and requests for information from citizens, business community, elected officials, officers, employees, outside agencies, and various other individuals; promotes and teaches fire safety and prevention.

Relates departmental goals and objectives, discusses problems or grievances, coordinates and targets efforts toward specific duties during meetings with subordinate supervisors and employees.

Oversees selection process of new recruits and administrative personnel; may conduct applicant interviews during the hiring process; makes personnel recommendations.

Writes, reviews, and/or approves new apparatus, equipment and tool specifications/recommendations; ensures specifications meet federal, state, and local regulations; determines, justifies and oversees procurement of equipment, supplies, and protective gear for district.

Oversees completion and accuracy of county records including personnel, equipment, vehicles, supplies, and other county purchased items; peruses documents processed by subordinates; provides technical assistance as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations, local geography, district boundaries and streets, water mains, hydrants, major and minor waterways of county, and major fire hazards of district; reads professional literature; maintains professional affiliations.

Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when activities are related to investigations within county jurisdiction.

Operates a variety of emergency and rescue vehicles, medical instruments, fire tools, or other fire equipment as necessary to complete essential functions.

Operates a personal computer, printer, calculator, copy and facsimile machines, telephone, or other office equipment as necessary to complete administrative functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Conducts inspections of departmental vehicles, equipment, and buildings; directs and evaluates various tests on equipment.

Attends official functions, council, and community meetings; makes presentations and public speeches to civic groups and schools; establishes and maintains good working relations with the public; grants interviews to the news media on major issues or department activities.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Substitutes for other supervisors and/or co-workers in their temporary absence; may perform firefighting tasks as necessary.

May be required to be on twenty-four hour call and/or regularly work on various shifts, weekends, and/or holidays as deemed necessary.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Fire Science Technology, Fire Management, or Public/Business Administration; 3-5 years of progressively responsible management experience in fire service management, fire/life safety, prevention, and suppression methods, equipment, and supplies, or a related field and have extensive firefighting experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must meet all promotional eligibility requirements and certifications. Must possess and maintain a valid Florida driver's license and/or Florida Commercial Driver's License (CDL) including appropriate level/endorsement(s). Must attain and maintain valid Bureau of Fire Standards and Training (Florida State Fire College) certifications and/or Florida state licenses including Firefighter I, Company Officer, Emergency Medical Technician-B (EMT-B), and Cardiopulmonary Resuscitation (CPR), EVOC, and various Instructor and management certifications. May be required to attain and maintain additional certifications, such as, but not limited to, an additional Firefighter level, Hazardous Materials, and/or other certifications as related to position. Fingerprinting required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Leadership: Requires the ability to effectively supervise and direct personnel in various emergency and non-emergency functions. Must relate positive influence and motivation to subordinates.

Customer Service: Requires the ability to interact with the public, effectively communicating positive responses.

Financial Accountability: Must prepare quotes and expenditure reports.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.