

East Lake Tarpon Special Fire Control District



SOG 206 Job Description-Assistant Chief

**Implementation
Date: 11/2000**

**Revision Date(s): 05/27/2014,
04/23/2019**

Reviewed Date(s): 04/01/2019

Forms or Attachments: None

POSITION TITLE: Assistant Chief

IMMEDIATE SUPERVISOR: Deputy Chief

EMPLOYMENT HOURS: 40 Hours

POSITION STATUS: Exempt

ACHIEVEMENT METHOD: Appointed by the Fire Chief along with advice and consent of the Board of Commissioners

General Description:

The Assistant Chief is third in command of the Department and is under the direction of the Deputy Chief. In the absence of the Fire Chief and Deputy Chief, the Assistant Chief assumes all responsibilities and authority of the Fire Chief position. The Assistant Chief will respond and assist with the management of emergency incidents.

Responsibilities and Essential Job Functions:

I. Training:

- Serves as the Department Training Officer. Ensures employees are trained to ISO, Florida Bureau of Fire Standards and Training, OSHA and NFPA Standards and Regulations.
- Supervisory duties include instructing, assigning, reviewing and planning the work of others, maintaining training standards, and coordinating training activities.
- Performs quality assurance activities including monitoring the effectiveness of training programs by measuring outcomes, monitoring quality of service, and providing recommendations for improvement or the addition of new programs.
- Prepares specifications for the appropriation and subsequent purchasing of necessary materials, equipment and supplies for training purposes.
- Establishes and maintains a sufficient and appropriate library of training materials including materials, video materials, and audio materials.

- Represents the Department at Municipal, County and State meetings in areas of training, operations and other management subjects as determined by the Fire Chief.
- Trains Department Officers in modern methods, techniques, and skills of continuing in-service training programs; trains in the effective use of related training equipment such as assorted audio/visual equipment, fire and rescue equipment, computers, communication equipment, etc.
- Maintains up-to-date training records, accurate personnel training files, and complete documents relating to all phases of the position.

II. EMS:

- Serves as the Fire Department EMS Coordinator in compliance with Pinellas County and Florida State EMS rules and regulations.
- Monitors compliance with Pinellas County and State of Florida requirements for certification / recertification of EMT's and Paramedics such as ACLS, BTLS, CPR, EVOC, CME, Driver's Licenses, etc. on a continuing basis.
- Monitors trends, laws, and rules as they apply to EMTs and Paramedics.
- Maintains a narcotics master log to ensure that all inventory is accounted for in compliance with MOMs.
- Ensures that all Philips equipment complies with current preventative maintenance schedules; arranges for repair and service calls with Field Engineer for all contracted equipment as needed.
- Performs periodic inspections of all Stations for proper EMS supply storage and biomedical waste control procedures.
- Ensures that the State ALS vehicle permits and ALS provider licenses remain in a current, active status.
- Maintains the Department's Certificate of Need and Necessity as issued by the County for the providing of ALS Service.
- Oversees the review of all EMS reports for thoroughness, accuracy, and adherence to proper protocols; maintains Departmental/Divisional files of EMS reports and dispenses of excess copies in accordance with State law.
- Responsible for overseeing the requisition, distribution and inventory control of approved drugs, medical supplies and equipment pertaining to EMS operations.
- Serves as the department Infection Control Officer as designated by NFPA 1581, OSHA 1910.1030, State and Federal HRS laws.
- Prepares specifications needed for the appropriation and subsequent purchase of any supplies, equipment, and/or EMS related vehicles; maintains inventory on EMS equipment and supplies.

III. General:

- Establishes goals and objectives and develops, implements, reviews, evaluates, and revises plans toward reaching those goals.
- Attends and participates in staff meetings; attends and participates in other Department meetings and special committee meetings as needed.
- May be assigned by the Fire Chief special projects for coordination, research and development and/or implementation.
- May respond to any emergency situation for purposes of observing and evaluating the effectiveness, proficiency and efficiency of Department Personnel.
- Possess the ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services by the Department and to promote team unity.
- Demonstrates thorough knowledge and adheres to all Department Policies and Procedures and collective bargaining agreement.
- Strives to maximize effective communications between assigned personnel, Administration, other employees throughout the Department and the general public as necessitated by the position.
- Assist the Fire Chief with labor negotiations and relations and serve as a member of the Department's labor/management relations team and negotiation team.
- Assists, along with other staff members, in the formulation of the annual budget.
- Serves as a member of command team or staff at major incidents.
- Maintains a professional and cooperative working relationship with other fire and emergency medical service groups and associations.
- Participates in seminars, conferences and training courses; keeps abreast of technological advances related to firefighting/EMS activities, as well as personnel administration, laws and regulations.
- Performs independent research for recommending changes in Standard Operating Procedures.
- May present reports, both orally and in writing, to the Board of Fire Commissioners.

Minimum Qualification Requirements:

Education and Certification:

- Bachelor's Degree from an accredited college or university with a major in Fire Administration, Business, Labor Relations, or Public Administration.
- Completion of ICS-100 (G100), ICS-200 (G200), ICS-300 (G300), and ICS-400 (G400).
- Florida State Minimum Standards certificate as a Firefighter as authorized by Florida State Statute 633.
- Florida Fire Officer IV required as of 10/1/2023.
- Florida State Paramedic certification.
- Possession and maintenance of a current American Heart Association CPR, ACLS and ITLS certifications and Pinellas County EMS Certification.

- Shall have and maintain a valid State of Florida driver license.
- Must be bondable.

Knowledge, Skills and Abilities:

- Minimum of 15 years' experience in the fire service with at least 5 years in a supervisory position.
- Effective written and oral communication skills.

Physical Requirements:

- Must meet the physical requirements of NFPA 1582.

Additional Desired Qualifications:

- State of Florida Fire Inspector Certification.
- Completion of the Executive Fire Officer Program at the National Fire Academy and/or credentialed as a Chief Fire Officer through the Commission on Professional Credentialing.

Environmental Conditions:

A considerable amount of time is spent working inside Station facilities. Outside work may be performed in emergency conditions which often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying and inclement weather.

Note: Reasonable considerations will be made to accommodate for qualified individuals with a disability.