


East Lake Tarpon Special Fire Control District

	<i>SOP 205 Job Description-Division Chief</i>	
	Implementation Date: 11/2000	Revision Date(s): 05/27/2014
		Reviewed Date(s):
	Forms or Attachments: None	

POSITION TITLE: Division Chief

IMMEDIATE SUPERVISOR: Fire Deputy Chief

EMPLOYMENT HOURS: Variable Hours (Administrative Exemption FSLA)

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

CLASS DEFINITION, IN TERMS OF:

Duties that are Characteristic as to Type and Level:

The Division Chief is a command officer reporting directly to the Deputy Chief. There are three Division Chiefs. One Division Chief is assigned as the Fire Marshal, one is assigned as the Communications Officer, and one Division Chief is assigned to Support Services.

The Division Chiefs are the mid-level managers of the District. They are primarily responsible for the day to day operations of the department, which provide direct services to our citizens. They must be capable of dealing with everything from staffing issues to managing dangerous and critical emergency incidents. They must be professional, articulate representatives of East Lake Tarpon Special Fire Control District. They are the commanders of large scale incidents and remain responsible for the lives and property of the citizens of East Lake.

The purpose of this position is to perform administrative and management duties to support fire and EMS services in the district. The effective management and administration of these duties determines the quality, level, and effectiveness of the service delivery to the citizens. These services include fire suppression, emergency medical services, hazardous materials incident mitigation, rescue services, and other emergency or catastrophic situations requiring fire service intervention. The Division Chief is also responsible for essential non-emergency public services to include: staffing coordination and deployment; fire prevention activities; tactical incident

planning; public education; training program delivery and management; post incident critique; Emergency Medical Services systems management; budget administration; inter-agency integration and coordination; support services; communications; and community projects support.

Employee must maintain current levels of EMT or Paramedic certifications.

Essential Functions*:**

Emergency response and preparedness

- Possess a thorough knowledge of the Pinellas County 600 Series.
- Proficient in patient care as defined in Pinellas County MOM.
- Respond to all incidents as required.
- Perform Incident Command functions as required or assigned.
- Command all emergency operations to provide for the safety of the public, department personnel, and the conservation of property.
- Assume command and overall responsibility for larger incidents.
- Forecast probable outcomes in order to determine strategic objectives based upon the nature and scope of the incident. Develop, assign, and coordinate tactical activities. Direct and integrate interagency incident support.
- Utilize and enforce recognized safety standards and procedures and determine level of acceptable risk based upon existing conditions.
- Coordinate and direct activities with various local, state, and federal agencies ensuring successful integration and effective results.
- Participate in intra and interagency post incident critiques.
- Evaluate and test department preparedness to respond and mitigate emergency situations.
- Accountable for level of service provided to community.
- Determine, control, and coordinate effective staffing levels.
- Make sound and timely decisions and judgments taking into account all obtainable and relevant information in making decisions.
- Participate in pre-incident and post-incident analysis with assigned personnel.

Management

- Maintain and ensure a professional, courteous, and respectful working environment with assigned personnel.
- Consistently display a professional, courteous, and respectful image to the public.
- Consistently display a professional appearance as described in department SOP.
- Support the mission and philosophy of the organization.
- Ensure that assigned personnel and equipment are operationally ready to fulfill the mission of the District.

- Manage and participate in the development and implementation of goals and objectives, policies, and priorities of assigned programs.
 - Recommend and administer policies and procedures.
 - Counsel employees on the organization's mission and subsequent objectives.
 - Actively monitor and evaluate existing policy, procedures, rules and regulations to determine value in meeting organizational goals and objectives.
 - Ensure that administrative policies are applied in a fair and equitable manner.
 - Maintain a positive working environment within assigned personnel.
 - Generate enthusiasm among employees and set a motivational example; Set functional goals and standards that allow work to be completed, and coordinate subordinates and resources to complete tasks.
 - Understand, follow, and enforce District policies and procedures.
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- Counsel staff to ensure effective, equitable, and fair compliance with all relevant policies.
 - Coach, instruct, and guide subordinates in all facets of department operations and management philosophy.
 - Assist and guide managers and supervisors in maintaining necessary levels of order and discipline.
 - Train, motivate, and evaluate assigned personnel; work with employees to correct deficiencies; review disciplinary situations; and manage the disciplinary process.
 - Identify conflicts quickly and effectively and resolves conflicts between subordinates with objectivity and fairness.
 - Conduct investigations into injuries, accidents, lost equipment, and discipline as appropriate.
 - Ensure that all subordinates meet and maintain federal, state and departmental standards, and certifications.
 - Implement programs that enhance the service delivery to fire department customers.
 - Evaluate joint training exercises
 - Foster an environment conducive to continual learning, development and growth of employees.
 - Identify subordinates' training needs and ensure development and implementation of programs and materials to meet those needs; assist subordinates in developing and pursuing job related goals and provides substantive and helpful feedback to employees through the district's performance appraisal system.
 - Implement management and supervisory programs to enhance levels of knowledge and skill.
 - Foster cooperative interagency relationships.
 - Provide appropriate assistance and support to other city, county, and state agencies when requested.
 - Possess thorough knowledge of the Local 1158 Union Contract.
 - Maintain necessary records, reports on all assigned duties. Complete reports, (staffing reports, accident reports, loss reports, etc.) in a timely manner.
 - Ensure that incident documentation is accurate and completed in a timely manner.
 - Maintain confidential information and records in a consistent manner

- Strive to maximize communications between assigned personnel, upper management, other employees, and the general public.
- Actively seek career development opportunities.
- Assign work to subordinates in accordance with their abilities and the needs of the organization; establish work and task priorities ensuring that deadlines are met.
- Ensure a safe working environment for self and coworkers, and demonstrates an awareness of safety guidelines, rules, and regulations.
- Keep subordinates informed of changes, memos, safety concerns, and on all matters that concern them.

Administration

- Participate in scheduled management, administrative, and project meetings to maintain and enhance management team effectiveness ensuring confidentiality and trust among participants as well as coordination of effort and support of department administrative decisions.
- Identify apparatus and equipment needs and participates in budgetary determinations relating to procurement and acquisition.
- Ensure resources meet organizationally adopted NFPA, state, federal, and departmental requirements and standards.
- Identify the community's level of risk and optimal level of service and translate the data into realistic, attainable, and effective organizational objectives.
- Identify fiscal constraints to effective service delivery.
- Manage departmental resources to ensure they meet targeted objectives.
- Research, negotiate, and implement contracts for service
- Develop division budget funds for areas where optimal service delivery benefit can be derived.
- Actively monitor division fund levels.
- Develop reports and recommendations to the Deputy Chief concerning assigned personnel and activities.
- Represent the District at Municipal, County, and State meetings as assigned.
- Coordinate special projects essential to operations as assigned.
- Develop effective solutions to work related and organizational problems by generating unique and creative ideas and implementing them.
- Establish goals and objectives that are consistent with the District's strategic plan.

***This section of the job description is not intended to be a comprehensive list of duties and responsibilities for the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

Minimum Qualification Requirements:

- As to knowledge, skills, abilities, and other attributes:**

- Thorough knowledge of Department policies, rules, and regulations.
 - Ability to develop and maintain effective working relationships with superiors and coworkers.
 - Ability to communicate verbally, effectively, accurately, and appropriately.
 - Ability to effectively communicate through writing in a clear and organized manner.
 - Able to apply the Incident Management System during emergency operations.
 - Ability to coordinate the actions of multiple companies during emergency operations.
 - Ability to analyze an incident and develop an operational strategy based upon a changing operational environment.
- Knowledge of fire department organizational structure, techniques, and processes.
 - Able to apply management principles; including Interaction Management skills, performance evaluation, mentoring and coaching.
 - Analyzing, evaluation, and planning skills.
 - Organizational Management skills, including; statistical analysis, budget analysis, record keeping, and planning.
 - Ability to interact with managers and personnel from local, state, and federal agencies.
 - Possess excellent computer skills.
 - Financial management skills.
 - Knowledge of fire science, including; hazardous materials, fire suppression techniques, technical and special operations.
 - Ability to evaluate community needs and allocate fire department resources.
 - Ability to interpret and disseminate technical, legal, and financial information.
 - Knowledge of fire suppression systems and inspection practices.
 - Annually meet National Fire Protection Association 1582 Medical Evaluation Standard and attain a Fitness Classification score of 39 as established in the District's Physical Fitness Assessment.
 - Possess and maintain a valid Florida Driver's license.

b. **As to Schooling, training, and experience:**

- Associate's Degree or completion of two years in an accredited Bachelor's Degree program
- Possession of a valid State of Florida Firefighter, EMT or Paramedic Certification.
- Possession of State of Florida Fire Officer I Certification. (Florida Fire Officer III required for promotion as of 10/1/2016).
- State of Florida Fire Instructor Certification (required for promotion as of 10/1/2016).
- Three years' experience as a Lieutenant with East Lake Tarpon Special Fire Control District.

Additional Desired Qualifications

- State of Florida Fire Inspector Certification.
- Bachelor's Degree from an accredited college or university with a major in fire administration, business, or public administration.

- Executive Fire Officer Certification from the National Fire Academy.

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