

ASSISTANT CHIEF OF OPERATIONS

CLASS DESCRIPTION FLSA: EXEMPT

REPORTS TO: Fire Chief

SUPERVISES: Fire Suppression, EMS, and Training Division Staff (may vary according to assignment)

DESCRIPTION: Under general direction, plans, organizes, directs, and evaluates the operations of the Suppression, EMS, and Training Divisions of the District, and performs a variety of related duties as required.

DISTINGUISHING FEATURES: Assistant Chief of Operations is a multiple-position management classification found in the District. The position is responsible for performing general administrative tasks related to the assigned program area such as budget preparation, monitoring, and report development; personnel management including conducting safety training, developing performance evaluations; formulation of departmental policies and new program development; attending training, and implementing training standards in specific program areas. In addition, the Assistant Chief of Operations performs a variety of tasks directly related to each of the assigned program areas, including Fire Suppression, EMS, Training, and/or Administration responsibilities.

ESSENTIAL FUNCTIONS OF THE JOB: Essential responsibilities and duties may include, but are not limited to, the following:

Suppression:

- Manages the day-to-day operations and personnel assignments of the Suppression, EMS, and Training Divisions, including employee relations, safety, purchasing, appraisals, and other administrative duties, and is responsible for the comprehensive development and implementation of the Suppression, EMS, and Training program objectives, budget, monthly and semi-annual reports.
- Develops and implements any new programs that enhance the Fire District's organizational objectives; insures the latest techniques are used (when economically feasible) i.e., alarm response, fire fighting, salvage, rescue, training and reporting.
- Coordinates the various programs connected with Suppression, EMS, and Training to assure they do not conflict.
- Assures proper coordination between daily District operations.
- Directs multiple fire companies during emergency operations.
- Provides leadership role for second or greater alarm fires, taking field command as the conditions dictate.
- Provides leadership role for MCI's, Special Operations and Hazardous Materials incidents, taking command as the conditions dictate.

- Implements Fire Department Disaster Operational Plans as needed.
- Reviews and supervises programs relating to fire station needs and fire apparatus maintenance and repair.
- Stays abreast of the necessary skills to fulfill the duties of the Assistant Chief of Operations.
- Provides policy input and policy development for the Fire Chief when appropriate.
- Assists in planning, organizing, directing, and coordination of staffing, reporting and budgeting for the Training Division of the Fire District.
- Assists in coordinating the recruitment, testing, hiring, promotion and selection process in conjunction with Human Resources Department.
- Manages day-to-day operations, provides leadership and direction for subordinate personnel.
- Takes leadership role in various committees, professional organizations, training exercises, courses and conferences.
- May provide coverage during absences of Battalion Chiefs.
- Assists in developing and implementing a department training program geared both to the District's needs and employee development needs, including a joint training plan, where appropriate, with neighboring fire departments.
- Develops and implements any new operations related to training and insures that the latest techniques are used in these programs when economically feasible.
- Assists in the development and implementation of all promotional exams.
- Oversees the implementation by all department personnel of an effective Safety and Physical Fitness Program.
- Provides administrative assistance to the Fire Chief in the form of special projects, analytical studies and policy input and development.

MINIMUM QUALIFICATIONS: Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

- Bachelor's Degree from a regionally accredited college or university in Fire Science, Fire Administration, Public Administration, EMS or a closely related field of study.
- A minimum of ten (10) years progressively responsible experience in fire suppression and/or training in a recognized fire department, including three (3) years of supervisory experience at the level of Lieutenant or above.
- A minimum of five (5) years experience in an organization that provides Advanced Life Support (ALS) ambulance transport services.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern fire suppression methods, technology and equipment; principles of personnel and general management; principles of training; emergency medical services (EMS); acceptable report writing methods.

- Ability to effectively motivate, supervise and elicit the cooperation of others; render sound decisions in emergency situations; communicate effectively orally and in writing; effectively implement and evaluate assigned program areas, analyze program needs and related documents, making recommendations for improved methods, changes in operation, or staffing requirements; successfully maintain established physical fitness standards.
- Ability to maintain physical condition to perform essential duties as specified by fire fighter certification.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include performing life threatening fire fighting activities in an emergency situation; running, walking, crouching or crawling during emergency operations; moving equipment and injured/deceased persons; climbing stairs/ladders; performing life-saving and rescue procedures; walking, standing or sitting for extended periods of time; operating assigned equipment and vehicles.
- Ability to effectively deal with personal danger which may include exposure to fire encompassed surroundings, dangerous persons, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; and natural and man-made disasters.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to operate assigned equipment.
- Ability to make sound decisions in a manner consistent with the essential job functions.

SPECIAL REQUIREMENTS:

- Possession of a valid Florida Driver's License.
- Possession of a valid State of Florida Paramedic certificate.
- Florida State Certified Fire Officer I
- Florida State Certified Fire Fighter II
- Florida State Fire Instructor I
- Must reside within a 1-hour response time within 90 days of appointment.