

# Seminole County

## Classification Description

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Classification Title: Assistant Fire Chief- Training/Logistics

Class Code: 3023

EEO Code: A

FLSA: Exempt

Revision Date: January 2009

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### General Statement of Job

Administrative and technical work in the management and direction of EMS, fire, and rescue personnel. Incumbents of this class report directly to the Chief Fire Administrator. Major responsibilities include independent action and strategic planning for programs in Fire Administration, Fire Prevention, Community Involvement, Technical Services, Deployment (Operations) Services, and Corporate Communication Work.

### Essential Functions

***Essential Functions: 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.***

Supervises and manages the Training/Logistics section of the EMS/Fire/Rescue Division. Plans, researches, develops process and implements training programs in a variety of subjects including Fire, EMS and Management Development for the Division. Coordinates the hiring process as well promotional process for the positions of Lieutenant and Battalion Chief.

Assists the Fire Chief in addressing program evaluation requirements including, but not limited to oversight of the Emergency Services Training Complex, EMS/Fire/Rescue apparatus and equipment acquisition/maintenance and facility maintenance.

Responds to fire, rescue, and emergency medical alarms, and may direct the activities at scenes of structural and other major fire-related emergencies, medical emergencies, serious trauma situations, disasters, and rescue related emergencies. Coordinates emergency activities with other agencies in first response or mutual aid situations. May be required to take command of emergency operations.

Assumes the roll of the Logistics Section within the Incident Command System (ICS) structure in significant incident events and disaster mitigation.

Initiates, and effectively recommends to the Chief Fire Administrator, for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned personnel.

Performs a variety of statistical analysis and makes recommendations for improved performance and efficiency. Provides expertise in the development of divisional policies and procedures in assigned areas of responsibility.

The most current organizational chart defines to whom this position reports.

**Additional Duties:**

Position may be reassigned, as necessary, to meet the operational needs of the division.

Performs other duties, as assigned, or as may be necessary.

**Minimum Qualifications**

Completion of Associate's Degree and thirteen (13) Years experience in fire suppression and rescue operations, three (3) years of which must have been in a responsible supervisory capacity comparable to the rank of Battalion Chief. Executive Fire Officer Program completion is preferred.

Extensive previous responsibility and experience in the Fire Service may be substituted for the formal education requirements.

**Special Requirements**

Thorough knowledge and skill in the application of the principles and practices of rescue, emergency medical services and fire fighting, including equipment, apparatus, and personnel utilization. Considerable knowledge of the geography of Seminole County, including principal and potential fire hazards.

Considerable ability to plan, evaluates, assign, and coordinate activities performed by the EMS/Fire/Rescue Division. Ability to effectively command in an emergency situation. Ability to effectively manage assigned personnel and resources. Ability to communicate effectively both orally and in writing.

Must meet all Florida State Firefighter Standards Council Rules and regulations for command chief officers.

Incumbents in this classification are required to wear protective clothing and observe strict safety precautions and procedures.

New hires must have abstained from the use of tobacco products for twelve months prior to application with Seminole County (Florida Statute Section (633.34).

Must be in good health and maintain good physical condition.

Time parameters may be established, at the discretion of the Chief Fire Administrator, to permit the obtainment of specific requirements.

## **Technical Requirements**

Must possess and maintain a valid Florida Class "D" Driver's License.

Must possess a Certificate of Compliance from an approved State of Florida Minimum Standards Fire Fighting Course.

Must have completed an Emergency Medical Technician I Certificate Program.

## **Working Conditions**

Incumbents in this classification perform a combination of administrative and field duties including being exposed to hazards resulting from fire, electrical problems, extreme weather, toxic chemicals, and hazards associated with rescue operations.