

FORT MYERS SHORES FIRE PROTECTION & RESCUE SERVICE DISTRICT

JOB DESCRIPTION

OPERATIONS DEPUTY CHIEF

Nature of work:

This is a technical, professional and administrative public safety position of work encompassing planning, coordinating, and directing the Operations Division of the Fort Myers Shores Fire Protection & Rescue Service District.

In this position the employee is responsible for administrative and technical duties directly involving all activities of the Operations Division. The work requires the ability to exercise sound analytical and decision making skills especially under the stress of emergency operations. The work requires hands-on firefighting and EMS delivery. This employee is also responsible for overseeing and participating in establishing policies that are suitable measures to provide for the protection of lives and property against fire hazards and to provide rescue services for emergency situations. The employee works in conjunction with the Fire Chief and Assistant Chief on overall policies, procedures, planning, goals, and objectives while receiving general instructions as to the work results desired. However, for the most part, the employee works independently in managing all technical operations and administrative duties in seeing that the desired work results are achieved. The position oversees the suppression, training, technical rescue, Haz-Mat, and EMS activities of the District. Work performance is evaluated by attainment of departmental objectives, review of activities, observed results and it is intended that an annual written review will be conducted by the Fire Chief.

Reporting Responsibilities: Fire Chief & Assistant Fire Chief

Supervisory Responsibilities: Operations Division

Examples of Work:

- Assists the Fire Chief and Assistant Chief as directed.
- Organizes, manages, controls and directs all activities of the Operations Division.
- Coordinates and directs the Operations Division activities in the area of emergency preparedness, disaster planning and hazard mitigation.
- Responds to and participates in fire and emergency service incidents.
- When assigned, will be a Florida Fire Service / Lee County Fire Chiefs Association Strike Team Leader.
- Assists the Fire Chief and Assistant Chief in establishing policies, procedures and practices necessary for the efficient and effective delivery of services.
- Assists the Fire Chief and Assistant Chief in establishing short and long-range plans on the basis of projected patterns in fire protection resources, services and jurisdictional areas.
- Assists the Fire Chief and Assistant Chief in establishing the structure of the department and assignment of personnel.

- Ensures safe and efficient operation and maintenance of all assigned equipment, vehicles, apparatus, and facilities.
- Represents the department to the general public and media by making speeches and presentations consistent with good community relations.
- Develops and submits equipment and apparatus bid specifications.
- Assists the Fire Chief, Assistant Chief, and Administrative Assistant in preparation and submission of the annual budget of expenditures and needs. Makes every effort to hold to budget projections.
- Assists the Fire Chief, Assistant Chief, and Administrative Assistant in preparation for the annual audit.
- Consults with the Fire Chief, Assistant Chief, and legal counsel regarding labor negotiations, grievance procedures, and collective bargaining agreements. The Operations Chief is part of management's negotiation team during collective bargaining with IAFF Local 1826.
- Participates in firefighting, fire control, hazard mitigation, and prevention activities. Participates in EMS incidents. When needed takes personal charge or command of any fire or emergency situation following Incident Management System guidelines. Makes decision as required by circumstances or needs assessment.
- Provides for the establishment of training programs for personnel to maintain and/or reach a high level of competence.
- The Operations Chief is the EMS Chief until the position is filled.
- The Operations Chief assists the Assistant Chief as an Incident Safety Officer and a Health & Safety Officer..
- Responsible for the coordination of the performance and maintenance of the in-house fire reporting system. Also responsible for the coordination with the State Fire Marshal's Office for filing the monthly and annual incident reports.
- Maintains appropriate records, files, and progress reports on work accomplishments; ensures records are kept according to departmental guidelines, accepted record keeping practices and legal requirements. This includes the fire incident report requirements.
- Assists the Fire Prevention Division and the Assistant Chief with establishing and maintaining a public education program for fire safety and injury prevention.
- Responds to public inquiries and complaints, works to resolve questions, provides assistance, clarifies questions and refers to appropriate information resources.
- Issues counseling forms/disciplinary actions and evaluates personnel for efficiency and effectiveness.

- Assists the Fire Chief and Assistant Chief with personnel recruitment, hiring, promotion, discipline, termination.
- Is responsible for training and development, handles employee complaints and grievances, provides technical support and assistance with staff work activities.
- Informs the Fire Chief and Assistant Chief of activities and operations, assists the Fire Chief and Assistant Chief in preparation of budgets and audits, and provides technical advice as required or related to departmental needs and functions.
- Shall submit an annual progress report at the beginning of each fiscal year. The report will outline goals and objectives and review accomplishments and future opportunities for success.
- Attends and participates in workshops, seminars, conferences, committee meetings and public hearings related to assigned areas.
- Attends monthly Board of Commissioners meetings.
- Participates in Lee County Fire Chiefs Association.
- Participates during Co-op Training.
- Participates in the monthly Officers meeting.
- Is responsible to work with the Assistant Chief in development and implementation of all promotion examination.
- Performs other job related duties as required by the Fire Chief or Assistant Chief.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of recent developments, techniques, policies and procedures regarding all aspects of emergency service delivery.
- Thorough knowledge of providing emergency medical services.
- Thorough knowledge of the operation and maintenance of an emergency service system at the operations level.
- Entry level knowledge of modern management principles and their application to government affairs and service delivery.
- Ability to establish and maintain an effective working relationship with State, County, and municipal agencies and officials.
- Ability to organize and analyze information and formulate substantive recommendations.
- Ability to plan, direct, and coordinate the work of subordinates.

- Ability to communicate effectively, both orally and in writing.

Minimum Requirements:

- A valid Florida Driver's License.
- Florida State Certified Firefighter 1 and Firefighter 2.
- PADI Water Rescue certification. Specialty Diver-Public Rescue Diver is preferred.
- USCG or equivalent Boater Safety Course within one year of employment.
- Florida State Certified Paramedic.
- Florida State Certified Fire Officer 3 within one year of employment.
- FFS 130, 190, 215, and 330.
- Level A Instructor per Florida Rule 64-J 1.02.1 preferred.
- Bachelor's Degree from an accredited college or university with major course work in fire science, public administration, or related field.
- The nature of the work sometimes requires the ability to perform prolonged and arduous physical work under hazardous and adverse conditions, therefore the employee must be in good physical condition.
- Pass an annual department physical examination.
- The probationary period for this position is one year.