



ASSISTANT DIVISION CHIEF

DEPARTMENT: FIRE/RESCUE
GRADE 49

CHARACTERISTICS OF THE CLASS:

Under the direction of their assigned Division Chief, the Assistant Division Chief is responsible for directing and supervising the activities of all personnel assigned to his/her division. Assists the Division Chief in coordinating operations and training with other divisions within the Fire Department, as well as the development and administration of the division's budget and performing and/or coordinating tasks assigned by his/her superior. Is responsible for coordinating the research and development of new and improved techniques and procedures. Duties include the training, discipline, coordination and evaluation of assigned personnel and recommending changes in equipment. Work is reviewed through conferences, written reports, and observation for adherence to policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Maintain and enforce discipline and make recommendations for commendations within the ranks.
2. Schedule, assign and monitor work delegated by their Division Chief.
3. Supervises assigned personnel in the performance of their duties, participates in the employee appraisal process of their assigned personnel.
4. Respond to emergencies upon request.
5. Develop, coordinate and monitor all aspects of the assigned division and conducts, and/or oversees drills and training classes.
6. Liaison with all outside agencies and vendors.
7. Make recommendations that will enhance the efficiency and effectiveness of the Division.
8. Assures the review of all data, records, reports, inventor' control, and controlled medications records are taking place and are appropriate for quality control.
9. Attends instructional sessions on firefighting methods, equipment operations, rescue procedures, hazardous materials mitigation, fire prevention, and other related subjects.
10. Serve as the Department's Public Information Officer when assigned.
11. Support all activities with regard to fire suppression, emergency medical services, fire investigation, prevention, engineering, and public education.
12. Serve as the Division Chief in his/her absence.

NOTE: The examples as listed above are descriptions of essential functions and are not necessarily all-inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are an essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

At least eight (8) years of progressively responsible experience in the fire service with the City of Pembroke Pines, at least three (3) of which should have been at the next lowest rank. Must have an Associate Degree in Fire Science, Fire Engineering, or Emergency Medical Services from an accredited college; or an equivalent combination of training and experience. Must be certified as a Firefighter by the State of Florida.

B. Knowledge, Abilities and Skills:

Knowledge of modern principles, practices, methods and techniques related to fire suppression, emergency medical services, fire prevention, inspection, investigation, fire codes, personnel administration and management.

Knowledge of all policies, SOPs, FOGs, and rules and regulations of the City and the Fire Department.

Knowledge of tools, equipment, and apparatus used in fire suppression and emergency medical services.

Knowledge of the street system and layout of the City.

Ability to operate and maintain firefighting apparatus and equipment.

Ability to establish and maintain effective working relationships with subordinates, superiors and the public.

Ability to establish and maintain high moral and productivity among subordinates.

Ability to convey information clearly and concisely, both orally and in writing.

Ability to act quickly and calmly in emergency situations.

Ability to supervise personnel in the daily operation of the Fire Department.

Ability to work effectively within the Incident Management System.

Ability to manage the purchasing and budgeting process.

C. Physical Requirements: 3

D. Environmental Requirements: 3

E. Sensory Requirements: 2,3,6, 7,8, 9