

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Fire Services Position Description (Staff Recommends Approval)  
**REQUESTED ACTION:** Approval of Revised Job Description

Work Session (Report Only)    **DATE OF MEETING:** 6/14/2011  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_    Termination Date: \_\_\_\_\_  
Managing Division / Dept: \_\_\_\_\_

**BUDGET IMPACT:** N/A  
 Annual                      **FUNDING SOURCE:** \_\_\_\_\_  
 Capital                      **EXPENDITURE ACCOUNT:** \_\_\_\_\_  
 N/A

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**HISTORY/FACTS/ISSUES:**

To provide for enhanced efficiencies of operations, and to better align the position with its assigned functions, staff is recommending revisions to the job description for Deputy Chief Operations.

The Division is recommending minor changes to the job descriptions for the Deputy Chief of Operations which will enable the position to more efficiently serve the organization. The changes establish added duties for the position, and provides for an increase in the minimum requirements established for the position. The Operations Deputy Chief will take on the training responsibilities for the Division. As the responsibilities of the Division continue to grow, realignment of positions is required to ensure proper alignment with their expected functions to meet the demands of the organization.

There is no change recommended in the pay grade for the positions, therefore there is no added fiscal impact.

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**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Deputy Chief – Operations

**DEPARTMENT:** N/A

**DIVISION:** Fire and Emergency Medical Services

**GENERAL DESCRIPTION:**

Directly responsible for the daily activities of the Operations Section. Assists the Chief on day-to-day operational matters. Responsible for the developing and implementing strategic operational plans related to fire and EMS service delivery. Highly familiar with the duties of, and works closely with the Deputy Chief of Administration, and is able to assume those duties as needed. Establishes and maintains communication and positive working relations with internal and external customers of the division. Performs a variety of duties requiring a high degree of public trust and confidence. May be required to assume the duties and responsibilities of the Chief.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists the Chief in preparing and processing the yearly budget. Monitors the current budget for major expenditures, budget transfers and account balances.
2. Obtains quotes, bids and request for proposals in accordance with County policy. Supervises the writing of specifications for equipment and apparatus to be purchased.
3. Develops and implements short-term goals to complete projects that occur during the fiscal year. Develops Operational Response plans and ensures their implementation through presentation and training of Operations personnel.
4. Develops drafts of Policies, Procedures, and S.O.G.'s for inclusion in the Division's Policy Manual. Assists in the development of, and revisions to, the Division's Self Assessment Manual.
5. Assists with the development and implementation of plans that effect the overall performance of the Division such as; new station locations, additional personnel, fee structures, etc.
6. Provides oversight and support to the Training committee, providing reports regarding committee action(s), project progress and recommendations.
7. Develops and evaluates minimum training standards for compliance by all Division personnel. Assists with the training of subordinate personnel.
8. Develops and ensures Division compliance with organization's Standards of Cover document.
9. Supervises subordinate personnel, and provides timely Performance Reviews as appropriate.
10. Provides public education and represents the Fire and Emergency Medical Services Division at public meetings and citizen groups when required.
11. Responds to major fires and other emergencies, including medical of a significant nature. Must be able to perform all key functions of Incident Command; be in compliance with and understand the

## Deputy Chief - Operations

National Incident Management System (NIMS) and assume the role of Incident Commander as needed. Will direct Firefighters during mitigation of emergency and non-emergency situations. May serve in other functional areas within the Incident Command System; i.e., Branch, Group, Division, Safety Officer or similar positions. Works closely with Emergency Management, State and Federal agencies in managing response to hazardous materials incidents and other multi-agency responses within Sumter County.

12. Carries pager and/or radio and responds to scenes after hours as required.

13. Regular attendance and the ability to work evenings, nights and holidays as required.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as requested.)*

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of the principles and practices of effective supervision and administration as it applies to the fire service
- Knowledge of telephone etiquette.
- Knowledge of building construction and how it affects fire behavior.
- Knowledge of the Florida Statutes and Rules, as well as local ordinances and codes pertaining to Pre-hospital Emergency Medical Services, fire department operation, membership, personnel, training and employment requirements.
- Knowledge of Firefighting Strategies and Tactics
- Knowledge of the use of the Florida Fire Incident Reporting System and related fire investigation software
- Skill in codes, ordinances and records research techniques.
- Ability to operate office equipment.
- Ability to work effectively with the public, co-workers, and related agencies.
- Ability to communicate effectively both verbally and in writing
- Ability to work under pressure and meet deadlines.
- Ability to follow verbal and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.
- Ability to research applicable National Fire Protection Association (N.F.P.A.) Codes & Standards, both electronically ("on-line") and in traditional (book or pamphlet) format.
- Ability to use and operate protective respiratory equipment, including Self Contained Breathing Apparatus.

#### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Bachelor's Degree in an approved concentration.
- Completion of Firefighter Minimum Standards as per Florida Statute 633.35, possessing a current Certificate of Compliance.
- A minimum of eight (8) years experience as a Fire Officer.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications]

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida driver's license and driving record acceptable to insurance provider.
- Florida Certified Firefighter II as per Florida Statute 633.35.

## Deputy Chief - Operations

- Florida Certified Fire Officer I
- Florida Certified Paramedic
- Florida Certified Fire Safety Inspector I
- Florida Certified Fire Service Instructor III
- NIMS I-100, I-200, I-300, I-400, I-700 and I-800

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to sit at a desk, view a display screen and input data.
- Heavy lifting and carrying (over 100 pounds)
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Digging
- Walking
- Standing
- Climbing ladders
- Pushing, pulling and prying motions using fire service tools
- Able to wear and function while wearing a Self-contained breathing apparatus and fire protective clothing
- Ability to pass "PPE" mask fit test procedure.
- Operation of motor vehicle

### **ENVIRONMENT CONDITIONS:**

- Works inside and outside in various weather conditions with noise, slippery surfaces, and uneven surfaces.
- Heights (up to 100 feet)
- May be exposed to stressful and hazardous situations.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Exempt Status  
6/14/11