

CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE:	District Chief
DEPARTMENT:	Fire Department
DIVISION:	Fire
SUPERVISED BY:	Fire Chief

POSITION SUMMARY: Reports directly to the Fire Chief. Supervises the daily operations of the department relating to the delivery of customer service, fire suppression, Emergency Medical, and Hazardous Materials responses within the city or as otherwise dispatched. When directed assumes the duties of the Fire Chief in his absence.

ESSENTIAL JOB FUNCTIONS:

- Ensures all task or duties are completed by shift personnel
- Conducts fire safety inspections, enforces fire codes and conducts preliminary fire investigations.
- Insures adequate staffing level on a daily basis. Approves requests for educational leave, shift trades and other time off.
- Insures the safety of all personnel during emergencies as well as during routine daily operations.
- Directs personnel under emergency conditions at incidents involving but not limited to fires involving buildings, wildland fires, EMS, and hazardous materials response. Responds to these incidents and assumes command until relieved.
- Directs firefighting crews from the outside during fires or enters the building and directs personnel from within the structure as necessary.
- Assists the Fire Chief in the direction of personnel during fire department operations and responses to fires, emergency medical calls, motor vehicle crashes, hazardous materials incidents, mass casualty incidents and natural disasters.
- Serves as the officer in charge of personnel during deployments under the State of Florida Emergency Response Plan.
- Wears firefighter protective clothing and self contained breathing apparatus.
- Uses or directs the use of chain saws, circular saws, hydraulic equipment, to assist in carrying out job tasks.
- Carries out or directs activities on emergency incidents that include but are not limited to forcible entry, ventilation, salvage, fire investigation, overhaul, emergency medical care, vehicle extrication, raising ground ladders and hazardous materials mitigation.
- Enters burning buildings or hazardous atmospheres to provide emergency medical care, suppress fires, search for victims, perform vehicle extrication or mitigate hazardous materials incidents.
- Removes or disentangles victims trapped by fires, building collapse, motor vehicle accidents, industrial accidents or natural disasters and insures they are in a safe atmosphere.
- Uses hose lines and fire extinguishers to extinguish fires.
- Drives and operates all apparatus used by the Department under routine and emergency conditions. During emergencies operates the pump on apparatus as well as the aerial ladder.
- Assists the Fire Chief in short term planning, budget planning and strategic long range planning for the department.
- Performs performance appraisals on personnel under his/her supervision
- Prepares incident reports using the National Fire Incident Reporting System (NFIRS).
- Prepares or oversees the preparation of reports, including but not limited to daily logs, training reports, after action reports, injury reports and request for vacation, schooling etc.
- Conducts internal affairs investigations as necessary.
- Initiates disciplinary procedures when necessary.
- Accepts and carries out special projects when assigned by the Fire Chief and maintains appropriate records.
- Interacts with the general public while conducting Fire Safety Inspections or conducting fire prevention programs.
- Interacts, cooperates with and coordinates services with coworkers and other Department Staff.
- Reviews proposed building plans when assigned.
- Uses and follows policies and procedures as outlined in the City Personnel Policies and Procedures manual
- Attends training programs to maintain certifications for his or her position.
- Uses and follows the policies/practices of the City, State regulations/laws, and federal regulations/laws

- Oversees and insures documentation for constant training of fire department personnel.
- Serves as Acting Fire Chief in his/her absence when designated.

JOB STANDARDS:

Formal Education: High School Graduate or equivalent
 Associates Degree in a Fire Service related field from an accredited college or university within one year of designation as District Chief

Experience: 5 years of experience in fire suppression and emergency medical services including 2 years of supervisory experience at the company officer level or higher.

Licenses & Certifications:

- Valid Florida Drivers License, must be insurable to the City's insurance carrier
- Florida State Certified Minimum Standards Certification (Firefighter II)
- Florida State Certified Emergency Medical Technician
- Wildland Firefighter Certifications S-130 and S-190
- Florida State Certified Pump Operator
- Florida State Aerial Operations
- Florida State Certified Instructor I
- Florida State Certified Fire Safety Inspector I
- Florida State Certified Fire Officer II Certificate of Competency

CRITICAL SKILLS, ABILITIES & EXPERTISE:

Physical Requirements: Sitting, standing, use of fingers, arms, hands and legs, driving and heavy lifting and carrying (in excess of 50 lbs), handling, grasping and talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, walking, heavy lifting and carrying (greater than 100 lbs.) are frequent. Pushing, pulling, kneeling, balancing, turning, feeling, are constant.

Equipment: Telephone/radio, vehicle and vehicle specialized equipment, firefighters protective clothing, fire hose nozzles and equipment, self contained breathing apparatus. Ability to communicate effectively using the fire department radio is critical.

Skills & Expertise: Knowledge of the Incident Command System and the ability to implement this system for management of incidents. Able to prepare reports that are accurate and concise. Ability to communicate effectively in writing, orally. Ability to operate all equipment used by the Department as well as the ability to instruct others in its use. Maintains constant awareness of tools, techniques and innovations that may enhance the ability to deliver services. Knowledge of current safety procedures, training standards and the ability to share this knowledge with others. Knowledge of geographic area and roads/highways in the City of Brooksville and Hernando County. Knowledge of federal, state and local traffic/highway laws and regulations. Knowledge of general vehicle safety and driving practices. Skills in completing work with a high degree of accuracy and attention to detail. Ability to effectively communicate orally and in writing. Ability to establish effective working relationships with people, including coworkers, clients and supervisors. Ability to use and operate a telephone/radio.

ENVIRONMENTAL FACTORS:

Job Location: Functions in the fire station and in the field daily.

Work Environment: Working alone with little or no supervision is frequent. Works with others daily when on shift.. Work in heat, cold, dust, wet conditions or under stressful emergency situations are frequent. Extreme noise in confined space or exposure to extreme temperatures is frequent.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

Performs any additional duties, as directed by the Fire Chief or the City of Brooksville management staff.

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

Employee Signature

Date

Supervisor Signature

Date

<u>HR INFORMATION</u>		REVISION DATE: June 2015		
FLSA STATUS: Non-Exempt	EEO CATEGORY: 5	W/C CODE: 7704		
PAY GRADE: 687	SALARY RANGE:	Minimum	Mid-Range	Maximum