



DIVISION CHIEF – TRAINING
FLSA: Exempt
Grade (36): \$81,435.72 – \$130,297.17/yr

GENERAL DEFINITION:

Under the direction of the Fire Chief and working closely with the Assistant Chief of Administration, this Division Chief assists in the management, planning and direction of the activities of the Fire Rescue Department in accordance with all federal, state, county, and city requirements and policies to ensure the public safety and welfare of the citizens of Oakland Park. This position requires advanced technical and supervisory work related to Fire Operations, Emergency Medical Services, training, and general emergency services activities. The position serves as the Administrative Division Chief for the department and will be assigned related to support services, informational services, administrative functions, and some operations duties. The employee is responsible for ensuring all work is performed according to established safety standards, codes, and regulations applicable to the work. Work is performed with independence and limited supervision. This Division Chief is a member of the senior command staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Fire Chief and Assistant Chief of Administration. This classification exercises supervision of assigned subordinate and support personnel of the department.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides managerial and administrative support to the Fire Chief and Chief Officers and provides departmental leadership to ensure the department operates in a professional, cost-effective, and efficient manner. Provides indirect supervision to Battalion Chiefs, Captains, Lieutenants, Driver Engineers, Rescue Supervisors, and Firefighters.
- Develops and administers a comprehensive training program for Oakland Park Fire Rescue based on needs and demands of the service.
- Is responsible for planning and related work toward fire department accreditation; and maintaining this accreditation when received.
- Coordinates and maintains HIPPA compliance for the department as the, or in conjunction with the, HIPPA Compliance Officer.
- Serves as, or appoints with the Fire Chief's approval, the Fire Department Infection Control Officer.
- Serves as, or appoints with the Fire Chiefs approval, the Controlled Substance Agent under the Fire Department Medical Director.
- Coordinates the development and implementation of programs specifically directed to upgrading and maintaining skills of existing personnel, selecting, orienting, and training entry-level personnel, and evaluating and screening applicants for promotions.

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- Works with local fire departments, training centers, colleges, and other training agencies to coordinate the department's program to meet requirements.
- Develops and assigns training schedules, assigns, and coordinates thru the Assistant Chief and Battalion Chiefs, those activities which affect or involve all shift personnel, directs and supervises duties of staff; reviews job performance, evaluates and makes recommendations as appropriate.
- Ensures thru the day-shift Battalion Chief that required training for EMT, Paramedic, and Fire Instructor re-certifications for all fire department staff is maintained.
- Ensures thru the day-shift Battalion Chief that all training records and documentation for the training division is current.
- Plans, develops, schedules, and evaluates Fire, EMS and/or training programs and coordinates these programs with other departmental activities.
- Evaluates medical treatment modalities, equipment, education, and policies; evaluates fire ground operations, firefighting equipment, education, and policies.
- Develops Fire, EMS, and other training programs and activities for the Fire Rescue Department including medical protocol development, safety, continuous quality improvement, infectious disease protocols, fire suppression, budgeting and administration, specialized training, and officer development.
- Assumes duties as directed for emergency management related duties.
- Formulates or participates in formulating departmental operational policies. Drafts policy and other written documents.
- Coordinates the planning, organization, and direction of Fire Rescue Policy, operating guidelines, effective follow-up, and policing and/or rewarding behavior in a manner consistent with Department and City Policy.
- Reviews the work of subordinates for completeness and accuracy; offers advice and assistance as needed. Responds to and resolves employee problems and grievances; prepares or assists in preparation of employee evaluations, initiates, and recommends disciplinary action as appropriate.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods, procedures, and operations. Keeps informed of new methods, techniques, and concepts, analyzes operations, conducts research, and makes recommendations to Fire Chief and/or Assistant Chief.
- Assists the Emergency Manager for the City while operating the Emergency Operations Center, using the concept of Unified Command.
- Shares periodic Duty Chief status with other chief officers.
- Assists command or a command function at emergency incidents, including multi-unit, multi-agency incidents, as appropriate.
- Is actively involved in the fire training program(s), to include: drills, leadership, company level, multi-company drills and training, night, high-rise, and other NFPA required training.
- Ensures all ISO requirements are completed, entered, and maintained.
- Serves as the primary contact for ISO related inspections and records of completion.
- Manages Fire Rescue Department activities, attends designated meetings and represents the Fire Chief or Assistant Chiefs at various functions and groups.
- Maintains all Fire Department state and local licensing and licensing requirements.

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- Assists in development of City bargaining positions and may serve as a management representative during negotiation of labor contracts. Effectively administers agreements resulting from collective bargaining process on the City's behalf.
- Maintains effective professional relationships with other fire, EMS, law enforcement, emergency communications, and outside agencies.
- Develops, implements, and evaluates training and development programs. Plans, reviews, and prepares training curriculum and lessons plans to assure effective education and training.
- Develops and deploys long-range, mid-range, and short-range training goals and schedules that are responsive to the department's needs. Prepares and maintains training records for all fire department employees.
- Designs, implements, and manages quality assurance program(s).
- Prepares and maintains records and documentation required by local, state, and federal agencies.
- Develops, drafts, and implements departmental guidelines and procedures to ensure safety and efficiency in departmental operations.
- Assists in departmental budget development, review, presentation, implementation, and monitoring.
- Establishes and maintains a working relationship with the City's Medical Director, local hospitals' emergency departments, as well as various national, state, and local professional organizations.
- Receives, reviews, prepares and/or submits a variety of documents and reports such as personnel forms, accident/injury reports, technical reports, emergency plans, budget reports, purchase requisitions, activity summary reports, grant applications, diagrams, operating guidelines, etc.
- Responds to inquiries and complaints from the public regarding departmental practices, procedures, and customer care.
- When requested, assists in responding to news media regarding emergency scenes and departmental activities; coordinates media interests with the City's public information office.
- Maintains a confidential relationship with the Fire Chief and other chief officers related to appropriate departmental business.
- Investigates, researches, prepares, and monitors grant applications, proposals and implementation.
- Attends various meetings including those of the city commission, staff, executive team, and professional organizations while representing the department; makes presentations at meetings.
- Interacts with various groups and individuals in the performance of job duties, including City residents, City employees and department heads, members of the City Commission, vendors, doctors, fire chiefs in other municipalities, training officers, state and local fire training centers, union officials, business owners, City Attorney, labor attorneys, etc.
- Attends regional, professional, and other educational forums to maintain current knowledge of trends and developments in the industry of fire service and EMS.

KNOWLEDGE, SKILLS & ABILITIES

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- Knowledge of current principles and practices of fire rescue and paramedic work, governing laws, ordinances, policies, and procedures.
- Knowledge of pre-established City, County and State policies and procedures.
- Ability to understand, follow, direct and supervise written and oral instructions.
- Ability to clearly communicate information both verbally and in writing.
- Have proficient knowledge in computer skills, record keeping, and Microsoft Office-based computer programs. Have the ability to access, operate and maintain other various software applications.
- In-depth knowledge of emergency and non-emergency communications equipment.
- Must demonstrate skills in scheduling, organizing, prioritizing, supervising, and evaluating personnel.
- Must demonstrate the ability to handle confidential information in an ethical and professional manner.
- Demonstrates the ability to perform multiple tasks in an efficient manner.
- Must demonstrate behaviors that support the City's mission and core values.
- Is required to be ethical and fair while representing the City. Must be responsible to adhere to all workplace policies that support ethical business practices and standards of conduct including, but not limited to, polices on: Gifts, Conflict of Employment, Discipline, Drug Free Workplace, Employment of Relatives, Formal Grievances, Anti-Harassment, Posting of Job Vacancies, Equal Employment Opportunity, Political Activity, and Recruitment and Selection.
- Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods at a keyboard or workstation. Work is performed in usual office conditions with some exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Certified State of Florida Firefighter, State of Florida Paramedic, State of Florida Fire Officer II, State of Florida Fire Instructor, State of Florida Live Fire Instructor (must be obtained within

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one year of appointment), AHA Instructor, Bachelor’s degree in Fire Science or related field. Master’s degree in fire service or public administration or related field preferred. Requires minimum 10 years’ progressive experience in fire rescue functions, with at least four (4) years at the level of an officer with a rank of Lieutenant or higher and attained the rank of Battalion Chief or higher. Graduation from the Executive Fire Officer Program (EFO) of the National Fire Academy preferred.

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Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date