

**CITY OF HAINES CITY
JOB DESCRIPTION**

DEPARTMENT: FIRE DEPARTMENT
REPORTS TO: FIRE CHIEF

SHIFT COMMANDER (LIEUTENANT/CAPTAIN)

GENERAL DESCRIPTION:

This is responsible work involving fire company management or staff assignment. A Shift Commander is responsible for all fire department facilities, personnel and equipment during his/her assigned shift and is directly responsible to the Fire Chief. An employee in this class serves as the Commanding Officer of an assigned shift (Station Commander) or may be assigned to a staff support position on a temporary basis. A Shift Commander is responsible for the condition and security of the personnel, facility, grounds, apparatus and equipment when he/she is on duty. Considerable initiative and independent judgement is required in exercising command of emergency operations. Tasks are performed under adverse conditions to include inclement weather and civil disorder. Shift Commanders are certified firefighters and must be capable of performing all firefighter functions. Shift Commanders must meet established departmental physical fitness standards. Performance is reviewed through observation of job performance, reports submitted and results obtained. A person in this position shall hold the rank of Lieutenant/Captain.*

ESSENTIAL FUNCTIONS: (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Serves as a role model for subordinates.

Responsible for discipline within the Shift.

Create a motivational atmosphere for subordinates.

Serves as a liaison between subordinates and upper levels of management.

Listen to subordinates problems.

Use authority appropriately.

Maintains a positive attitude.

Responsible for understanding and interpreting policy, rules, regulations, guidelines, and the accurate dissemination of information, and any other communications of a departmental nature or concern.

Train subordinates in firefighting, emergency medicine, rescue work and apparatus operations.

Assesses need for special training and arrange same.

CITY OF HAINES CITY
JOB DESCRIPTION

Conduct performance evaluations on subordinates delegate assignments to subordinates.

Responsible for physical safety of personnel and equipment.

Demonstrate acceptable physical fitness as determined by established departmental standards.

Observe personnel for fatigue and proper use of protective clothing and equipment.

Perform fire ground command functions until relieved by higher authority.

Investigate fires for cause and origin.

Responsible for goals and objectives of the Shift.

Maintain records and reports.

Participate in work-related activities as required.

Responds to alarms and evaluates the situation.

Makes technical decisions for controlling the emergency.

Assigns personnel and equipment as needed.

Directs operations through instructions to subordinates.

Assumes responsibility for the upkeep and maintenance of the fire stations, grounds, and equipment.

Assists in pre-fire planning activities, coordination of fire prevention inspections with the City Fire Marshall, and public relation activities of assigned personnel.

With subordinates, conducts in-service training and inspections.

Responsible for preparing an annual budget for areas of responsibility.

Requisitions and receives equipment and supplies necessary for the operation of the department as approved by the Fire Chief.

Responsible for the manning level within the Shift, authorizing time off; i.e., exchange of time, vacation leave, etc., that impacts the level of service delivery capabilities of the department.

Plan and organize functions required under the Work Management Program.

Counsel and/or discipline subordinates when necessary.

CITY OF HAINES CITY JOB DESCRIPTION

Utilize both oral and written communication skills.

Manage time efficiently and effectively.

Properly complete request forms and various repair and equipment replacement forms as required.

Provide directions for subordinates.

Correctly interprets and administers department rules, regulations and guidelines, City procedures and policies.

Supervise maintenance testing of equipment to ensure that proper methods are used.

Perform related non-essential duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES, AND SKILLS:

High degree of knowledge of firefighting techniques and firefighting equipment and its use; and knowledge of fire ground command procedures. Considerable knowledge of the characteristics of fire, and search and rescue techniques and equipment. Considerable knowledge of management responsibilities. Working knowledge of standard reports and forms, their completion and purposes. High degree of: ability to communicate orally and in writing; to work cooperatively and interact effectively with all types of people in a variety of situations; in problem solving and analytical skills; in the use and development of personnel and morale; in strength, agility, and endurance (physical fitness); to take and enforce the safety steps necessary to protect self and subordinates in all regards at fires and other emergencies; and to initiate change enthusiastically. Ability to: grasp new ideas and methods and to learn; withstand stress, both on the fire ground and in the station; make decisions, render judgements and take action; complete assignments in a timely manner; and to actively influence events; evaluate subordinate performance, recommend improvements, and conduct training; to use departmental policies, practices and administrative guidelines; and skill in the use and care of firefighting and rescue tools and equipment. Must be physically capable to perform essential functions as required.

TRAINING AND EXPERIENCE:

Graduation from an accredited college or university with an Associate's Degree in Fire Science or related fire service or medical field, or be able to obtain stated degree within 18 months of appointment. Must have five years experience in an organized fire department; a valid State of Florida Firefighter Certificate of Compliance and/or a numbered certificate issued by the National Board on Fire Service Professional Qualifications; possess a State of Florida Fire Inspector Certificate.

CITY OF HAINES CITY
JOB DESCRIPTION

Special Requirements:

Within twelve months of employment must possess a valid: Florida Class D License; an EMT Certificate as issued by the State of Florida Division of Health and Rehabilitative Services or possess a current Certificate of National Registry for Emergency Medical Technicians. Must satisfactorily complete entrance requirements as established by the department for this position.

* Personnel designated as Captain shall meet the above qualifications. In addition to the above, the Captain shall have a minimum of 10 years experience in an organized fire department with 5 years experience as Lieutenant in the Haines City Fire & Rescue Services. Assignment to this position shall be approved by the Fire Chief in recognition for outstanding performance.

Revised December 2006