

Upper Captiva Fire Protection and Rescue Service District

Position Description

Fire Chief:

General function:

Responsible administrative, technical, and supervisory position involving responsibility for the direction of all employees and activities of the Fire District. The Fire Chief is specifically concerned with preventing and minimizing the loss of life and property by fire. Responsibilities include operational planning and development for the Fire District, medical first aid, and civil defense; public and community relations activities; consulting with public, private, and government agencies as needed to maintain and insure effective firefighting, rescue, first aid, and fire prevention operations, within the District. Additionally the Fire Chief is responsible for the administration of the District including the execution of the payroll and associated payments; Delegation of maintaining the UCF&RD Incident Report File; and overseeing all District computer records, programs, and functions as necessary to the obligations of the District. The work requires the ability to exercise sound decision-making, leadership and executive skills. The work is performed with considerable independence and latitude in the supervision of all technical fire and first aid operations.

Due to the structure of the District's firefighting force of full-time and part-time certified firefighters and volunteer personnel, and the nature of the environment of Upper Captiva, in an emergency, the Fire Chief may be required to function as a first-line fire firefighter or first aid provider until such time as he or she is relieved by additional personnel.

Work performance is evaluated by attainment of district objectives, observed results, and periodic conferences with the Board of Commissioners of the district. Annual written performance evaluations will be performed at the request of either the Chief or the

Board of Commissioners

Illustrative tasks:

Maintains responsibility for overall successful operation of Fire District firefighting, rescue, and first aid functions.

Establishes and maintains a system of notification or alarm, duty rosters, and on-call schedules to assure constant response ability.

Participates in firefighting and fire prevention activities, rescue and first-aid administration; may take personal charge or command in any fire and/or all emergency situations; makes sound decisions on behalf of the District as required by circumstance or need.

Maintains responsibility for and participates in training drills. Keeps, analyzes, and evaluates District reports and statistics to ascertain trends and patterns; deploys personnel and resources to meet situational needs. Develops and manages, along with the Treasurer of Board, the District's annual budget, including staffing projections, equipment needs, capital outlays, operating expenses, and reserve funds. Develops and submits equipment and apparatus bids for the acquisition of all equipment that exceeds \$1000.00 in cost. Works with the District's Certified Public Accountant and attorney to assure that the District is in compliance with all Federal, State and local statutes. Assures that all insurance policies, licenses, vehicle registrations, dues, memberships, etc. are kept current.

Insures safe and efficient operation, maintenance and repair of all equipment, vehicles, apparatus, and facilities of the district; and maintains records of same.

Inspects personnel, equipment, and facilities to insure compliance with internal policies, practices, and procedures for safe and efficient operation.

Represents the Fire District to the general public and media in a manner consistent with good community - Fire District relationships, education, and development.

Informs Commissioners of activities and operations; prepares and presents agenda

items for commissioner meetings as required or related to District needs.

Attends and participates in seminars, conferences, government meetings, and public hearings related to the District.

Evaluates Deputy / Assistant Fire Chiefs for efficiency and effectiveness: initiates personnel actions of recruitment, hiring, promotion, discipline, termination, training, and development in concert with the Board of Commissioners.

Develops and submits equipment and apparatus bid specifications as required or needed by the District.

Performs other job-related duties as required by the Commissioners or the State of Florida.

Requirements:

A minimum of five (5) years' experience in fire service including supervisory experience as required. Employee must meet all requirements of the state minimum standards as outlined in F.S. 633.34.

Employee must hold a valid Florida State driver's license class D with E endorsement.

Employee must have the ability to perform prolonged and arduous physical work under hazardous and adverse conditions. He/she will undergo annual physical examinations and assessments.

Advanced training courses in fire science, management, prevention, forest fire management, emergency medical response and related fields is mandatory to promote Fire District advancement and level of service.

Signed

Chairman of the Fire Board
Upper Captiva Fire Protection and Rescue Service District

Upper Captiva Fire Protection and Rescue Service District

Position Description

Deputy Fire Chief:

General function:

Highly responsible administrative, technical, and supervisory position involving responsibility for the direction of all part time employees and activities of the Fire District. The Deputy Chief is specifically concerned with preventing and minimizing loss from fire, of life and property. Responsibilities include operational planning and development for the Fire District at the Chief's request, medical first aid, and civil defense; public and community relations activities; consulting with public, private, and government agencies as needed to maintain and insure effective firefighting, rescue, first aid, and fire prevention operations, within the District. Additionally the Deputy Chief is responsible for learning the administration of the District including the execution of the payroll and associated payments. The work requires the ability to exercise sound decision-making, leadership and executive skills.

Due to the structure of the District's firefighting force of full-time and part-time certified firefighters and volunteer personnel, and the nature of the environment of Upper Captiva, in an emergency, the Deputy Chief may be required to function as a first-line fire firefighter or first aid provider until such time as he or she is relieved by additional personnel.

Work performance is evaluated by attainment of district objectives, observed results, and conferences with the Fire Chief. Annual written performance evaluations will be performed at the request of either the Chief or the Board of Commissioners. The Deputy Chief will perform an annual job performance evaluation of all part time employees of the district by the date of the Annual Budgetary Review meeting of the Commissioners and maintain same in the District's Personnel File.

Illustrative tasks:

OPERATIONS – PREVENTION - EDUCATION

Maintains responsibility for overall successful operation of Fire District firefighting, rescue, prevention and public education.

May take personal charge or command in any fire and/or all emergency situations; makes sound decisions on behalf of the District as required by circumstance or need.

Maintains responsibility for and participates in training drills. Keeps, analyzes, and evaluates District reports and statistics to ascertain trends and patterns; deploys personnel and resources to meet situational needs.

Inspects all commercial facilities within the district's boundaries. Promotes fire and life safety through educational meetings and posting.

Assist with hurricane preparation.

Inspects personnel, equipment, and facilities to insure compliance with internal policies, practices, and procedures for safe and efficient operation and will maintain a current file of same.

Attends and participates in seminars conferences government meetings, and public hearings related to the District at Fire Chief's request.

Evaluates District personnel for efficiency and effectiveness: initiates personnel actions of recruitment, hiring, training, and development in concert with the Fire Chief.

Performs other job-related duties as required by the Fire Chief.

Requirements:

A minimum of five (5) years' experience in fire service including supervisory experience as required. Employee must meet all requirements of the state minimum standards as outlined in F.S. 633.34.

Employee must hold a valid Florida State driver's license class D with E endorsement.

Employee must have the ability to perform prolonged and arduous physical work under hazardous and adverse conditions.

Advanced training courses in fire science, management, prevention, forest fire management, emergency medical response, and related fields will be mandatory, to promote Fire District advancement and level of service.

Upper Captiva Fire Protection and Rescue Service

District

Position Description

Position title: Firefighter / EMT / EMT-P

General function:

Responsible, technical, and professional position involved in the prevention, control, and extinguishments of fires in order to protect life and property. The firefighter performs a variety of tasks requiring skill, proficiency, and specialized training. Work involves controlling and extinguishing fires, usually performed under hazardous and adverse conditions; work also involves the operation of firefighting equipment and vehicles including the maintenance and management of apparatus; work also includes performing various basic life-support tasks. Duties performed by the firefighter require that a significant amount of work time be involved in maintaining fire station facilities, grounds, and equipment. Activities require the use of sound judgment and the ability to make decisions under stressful or emergency circumstances in accordance with accepted firefighting and first-aid techniques, practices, and procedures. Firefighters are to provide courteous assistance to the citizens of the community to insure protection of life and property. Participation in training programs, drills and exercises is required. Firefighters will participate in specialized emergency medical training and related programs at the direction of the Fire Chief.

Due to the structure of the District's firefighting force of certified firefighters and volunteer personnel, in an emergency the Firefighter will be required to function as the officer in charge until such time as he is relieved by another professional or the Chief.

Work performance is evaluated by attainment of district objectives, observed results, and periodic conferences with the Fire Chief. Annual written performance evaluations will be performed at the request of the Firefighter, the Chief or the Board of Commissioners. Evaluations will be submitted by the Deputy Chief and Asst. Chief.

Illustrative tasks:

Performs equipment apparatus checks; repairs malfunctions and/or reports defective equipment to the appropriate form for repair. Maintains equipment and apparatus in clean condition, washes, and waxes vehicles and equipment as needed.

Responds to fire alarms and other emergency calls; performs needed rescue, life maintenance operations, and firefighting activities.

Safely operates firefighting vehicles and equipment, drives apparatus to fire or emergency scene; prepares pumping operation, insures draft points are located, connections made, and equipment is properly deployed.

Supervises volunteer activity at the direction of the Chief.

Completes and maintains logs, forms, and reports of activities according to district guidelines as set forth by the Fire Chief and the Board of Fire Commissioners.

Learns the street and draft point locations, becomes familiar with the area including locations of swimming pools and other potential draft points.

Participates in pre-fire planning, fire prevention, and related activities and programs as directed by the Chief.

Performs fire station housekeeping and grounds keeping duties incidental to the other firefighting responsibilities; including routine cleaning and maintenance on a scheduled basis and after each use.

May perform first-aid and/or CPR according to training, instructions, and certification.

Performs other job-related duties as required by the circumstance or the Chief.

Requirements:

Employee must meet requirements of State Fire minimum requirements as stated in F.S. 633.34.

Employee must hold a valid Florida driver's license.

Employee must be able to work rotating shift assignments.

Employee must be able to perform prolonged and arduous physical work under adverse conditions and will undergo annual physical examinations to assure good health.

Employee must successfully complete the Bureau of Fire Standards and Training courses set forth by the Division of the State Fire Marshal and prescribed by Florida Statutes.

Employee will report directly to the Deputy & Assistant Chief.

Signed By:

Fire Chief