



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Assistant Chief of Training, Education, & Safety	Reports To:	Executive Assistant Fire Chief
Position Status:	Full-Time Paid; "At-Will"	Effective Date:	June 21, 2017
FLSA Classification:	Exempt	Approved:	

This position description is established by the Fort Myers Beach Fire Control District (FMBFCD or "District") to outline the basic requirements, duties, and general responsibilities of the Assistant Chief of Training, Education, and Safety position.

The purpose of this executive position is to support and promote the mission and values of the Fort Myers Beach Fire Control District (District). As an executive, the Assistant Chief of Training, Education, and Safety performs complex, technical, and analytical work involving budgeting, planning, and program evaluation. The Assistant Chief of Training, Education, and Safety shall lead by example, demonstrating the District's values in dealing with both internal and external customers. The Assistant Chief of Training, Education, and Safety is directly responsible for assisting the Fire Chief and Assistant Fire Chief(s) in establishing and maintaining a safe, healthy, and productive work environment.

The Assistant Chief of Training, Education, and Safety can be assigned to any of the District's organizational branches.

SUMMARY OF POSITION:

As an executive, the Assistant Chief of Training, Education, and Safety assists in planning, organizing, and evaluating the District through various performance measures. The Assistant Chief of Training, Education, and Safety is responsible for the day to day operations of their assigned area of the organization and builds relationships with sworn, technical, and clerical staff. In this capacity, the Assistant Chief of Training, Education, and Safety shall develop, implement, and evaluate policies and procedures in their assigned area, manage subordinate personnel, and other duties to minimize the loss of life and property in the community. In the absence of the Fire Chief or Assistant Fire Chief(s), the Assistant Chief of Training, Education, and Safety, may serve as the Acting Fire Chief or Assistant Fire Chief.

REPORTING RELATIONSHIP:

The Assistant Chief of Training, Education, and Safety reports to, and receives direction from the Executive Assistant Fire Chief assigned.

The Assistant Chief of Training, Education, and Safety supervises all sworn, technical, or clerical/administrative staff assigned.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Assistant Chief of Training, Education, & Safety	Reports To:	Executive Assistant Fire Chief
Position Status:	Full-Time Paid; "At-Will"	Effective Date:	June 21, 2017
FLSA Classification:	Exempt	Approved:	

SPECIFIC POSITION DUTIES AND RESPONSIBILITIES:

The Assistant Chief of Training, Education, and Safety general Chief Officer duties may include, but are not limited to the following:

1. When off-duty, the Assistant Chief of Training, Education, and Safety is expected to be available for consultation on District matters, respond to time-sensitive purchasing authorization, and other duties as assigned.
2. The Assistant Chief of Training, Education, and Safety must be highly proficient in the use of technology, particularly Microsoft Office Suite.
3. Must be an effective public speaker capable of delivering public presentations.
4. Required to carry and be proficient in the use of a smartphone
5. The Assistant Chief of Training, Education, and Safety will provide mentorship, coaching, and accountability to subordinate personnel helping to achieve the Fire Chief's vision, initiatives, and directives.
6. Responsible for imposing corrective and disciplinary action.
7. The Assistant Chief of Training, Education, and Safety may serve as the investigating officer in matters related to violations of the Districts ethics, policies and procedures, and code of conduct
8. Recommends hiring, promotion, demotion, and termination of subordinate personnel to the Fire Chief or Assistant Chief assigned.
9. Consistently and correctly enforces the Districts code of conduct, policies, and procedures.
10. Responds off-duty to emergency service needs and assumes an appropriate role within the Incident Management System.
11. The Assistant Chief of Training, Education, and Safety may assume the role of Incident Commander at an emergency scene, ultimately being responsible for all emergency operations, or may assume any role as assigned by the on-scene incident commander.
12. Establishes and maintains rapport with outside public safety partners.
13. Represents the District and the Fire Chief at community events and social functions.
14. May receive, review, and respond to labor grievances.
15. Ensure organizational compliance with all Federal, State, and Local laws.
16. Leads by example by complying with District rules, policies, and procedures.
17. Consistently promotes a professional image of the District both on and off duty.
18. Attends and participates in District training to maintain operational efficiency and knowledge.
19. Responds promptly both on and off-duty to emergency service calls requiring a Chief Officer.
20. Select and employ the appropriate tactics and strategies to preserve life and property.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Assistant Chief of Training, Education, & Safety	Reports To:	Executive Assistant Fire Chief
Position Status:	Full-Time Paid; "At-Will"	Effective Date:	June 21, 2017
FLSA Classification:	Exempt	Approved:	

The Assistant Chief of Training, Education, and Safety specific subject area duties may include, but are not limited to the following:

1. Attend regular training to acquire, refresh, or maintain firefighting, emergency medical, rescue, and command training techniques, skills, and knowledge.
2. The Assistant Chief of Training, Education, and Safety is the Training Division Executive as such, he/she is responsible for developing, implementing, managing, researching, and reviewing all District training programs, and initiatives.
3. Can foster an environment that is consistent with a productive training environment, where employees are coached and strengthened in their skills, abilities, and attributes.
4. As the Training Division Executive, he or she is responsible for the supervision of all personnel assigned to assist in Training Programs and Initiatives to ensure consistency in delivery.
5. Researches, assists in developing, and administers Training Division budget, this includes tracking, review, and documentation of training division expenditures and purchase orders.
6. Reviews, and approves outside training requests of Operational Personnel.
7. Evaluate, develop, implement, and review new policies and procedures to maintain operational safety, and efficiency.
8. Researches, develops, implements, and manages a task book based competency program for all positions within the District.
9. Researches, develops, implements, and manages a Chief Officer Incident Management competency based training, evaluation and feedback program.
10. Lead and manage formal after action reviews of all major incidents.
11. Reviews, researches, implements, and manages recruit, and promotional testing process.
12. Conducts qualification verification for all new recruits, and promotional candidates.
13. Conducts quarterly, semi-annual, and annual certification and qualification verification.
14. Develops monthly Training Reports.
15. Reviews monthly call data to identify trends that may affect the delivery of emergency services.
16. Maintain and review Training Division inventory.
17. Assists the Assistant Fire Chief(s) and Fire Chief in data collection to maintain or increase the District's Insurance Service Office (ISO) rating.
18. Serves as a member and may facilitate the Districts Safety Committee.
19. Oversees and manages District Health/Wellness Initiatives.
20. May serve as Public Information Officer (PIO) or Acting PIO as needed.
21. Other duties as assigned.

The Assistant Chief of Training, Education, and Safety is responsible for ensuring all District employees are trained, and performing emergency duties and responsibilities safely, efficiently, and effectively. The Assistant



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Assistant Chief of Training, Education, & Safety	Reports To:	Executive Assistant Fire Chief
Position Status:	Full-Time Paid; "At-Will"	Effective Date:	June 21, 2017
FLSA Classification:	Exempt	Approved:	

Chief of Training, Education, and Safety shall assume a leadership role in the development, education, training, and mentoring of all District personnel. The Assistant Chief of Training, Education, and Safety shall serve as the District's Training Manager responsible for researching, developing, implementing, and managing high-frequency training, and evaluation to promote personnel development and team building. The Assistant Chief of Training, Education, and Safety shall assume the role of District Safety Officer responsible for researching, developing, implementing, and managing practices that ensure safe emergent, and non-emergent mitigation of incidents.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Above average computer and technology skills
2. Ability to efficiently operate office equipment, telephone, fax, printer, copier, and scanner.
3. Ability to make quick, deliberate, and safe decisions when confronted with a stressful and life threatening situation.
4. Analyzes, interprets, and understands relevant data to make fact-based decisions, even when faced with ambiguous situations, and does so in a timely and efficient manner.
5. Possess extensive knowledge and understanding of the National Incident Management System (NIMS) and Incident Command System (ICS).
6. Possess and demonstrate extensive proficiency and knowledge of fire behavior, fire chemistry, firefighting safety, effective firefighting tactics, hazardous materials, technical rescue, and emergency medical skills methods with the ability to access, and implement this knowledge during high stress and critical events.
7. Demonstrates basic mechanical aptitude to perform basic repairs or maintenance.
8. Consistently contributes to the creation of a motivational atmosphere within the Fire District, through ethical and honest actions in support of the Fire Chief's vision and goals.
9. Demonstrates servant leadership, and is compassionate, courteous, and professional when dealing with the public and District staff, paying close attention to hygiene and cleanliness.
10. Maintains professional composure during stressful times, demonstrates resiliency when faced with adversarial situations, and consistently strives to employ the highest level of personal and professional ethics.
11. Helps to create a work environment where employees can be open and at ease, helps to maintain a harmonious environment, and an effective team environment, filled with mutual respect amongst District members.
12. Helps to resolve conflicts among District members, and between the District and the community
13. Can prioritize work with many complex tasks and is willing to work as needed to meet the mission and vision of the District.
14. Receives constructive criticism well, and can apply that criticism.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Assistant Chief of Training, Education, & Safety	Reports To:	Executive Assistant Fire Chief
Position Status:	Full-Time Paid; "At-Will"	Effective Date:	June 21, 2017
FLSA Classification:	Exempt	Approved:	

15. Demonstrates effective listening skills. and speaking skills. Produces clearly written, and easily comprehended written material. Maintains an open line of communications with superiors and crews.
16. Addresses conflict appropriately when necessary to achieve the Districts mission and vision.
17. Sets training goals and benchmarks for the District, and for individual members ultimately contributing to the development and success of the District in meeting its mission.
18. Knowledgeable on the use of Social Media in Public Safety.

QUALIFICATIONS:

Experience:

1. Ten (10) years progressively responsible fire service experience, with at least three (3) years of supervisory responsibilities (fire company officer or above).
2. Must live within, or be able to reside within, a vicinity approved by the Fire Chief.
3. Experience in budgeting, fiscal management, and policy development preferred.

Education:

1. Bachelor's Degree from a regionally accredited college or university.
2. Must be enrolled in, actively pursuing, or able to successfully complete within two (2) years of employment, the National Fire Academy (NFA) Training Program Manager Certification.

Certificate or Licenses:

Must satisfy, maintain, and keep current all District, State, and Federal Certifications and Licensure requirements for the following:

1. Current Florida Driver's License within (30) days.
2. Florida State Certified Fire Officer II or higher
3. Florida State Certified Fire Instructor III (within two (2) years of employment)
4. Florida State EMT-Basic or Paramedic by end of probationary period.
5. AHA CPR for Healthcare Professionals by end of probationary period.
6. Florida Firefighter Minimum Standards
7. Within two (2) years become a Florida State Certified Incident Safety Officer
8. EVOC Instructor (within two (2) years of employment)
9. Incident Command System (ICS) (FEMA Certified) 100, 200, 300, 400, 700 and 800;
10. Incident Command System (ICS) (FEMA Certified) 701, 702, 703 and 704 by end of probationary period.
11. National Wildfire Coordinating Group (NWCG) S130/180/190 (Basic Firefighter Training & Introduction to Wildland Fire Behavior) (within two (2) years of employment).
12. NWCG S-215 (Fire Operations in the Wildland/Urban Interface) (within two (2) years of employment).
13. NWCG S-231 (Engine Boss) (within two (2) years of employment).



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Assistant Chief of Training, Education, & Safety	Reports To:	Executive Assistant Fire Chief
Position Status:	Full-Time Paid; "At-Will"	Effective Date:	June 21, 2017
FLSA Classification:	Exempt	Approved:	

14. NWCG S-330 (Strike Team/Task Force Leader) (within two (2) years of employment).

Preferred Qualifications:

1. Master's Degree from a regionally accredited university
2. Executive Fire Officer (EFO) Program Graduate
3. Center for Public Safety Excellence Chief Fire Officer Designation (CFO)
4. Type IV/V Incident Commander (Blue Card)
5. Florida State Incident Safety Officer
6. Florida Fire Officer III/IV or equivalent
7. Previous Paramedic Transport experience

"A combination of education, training, and experience, which provides the required skills, knowledge, and abilities, may be considered in qualifying a candidate."

RELATIONSHIPS:

1. Community Members and Visitors – Daily interactions by personal contact, telephone, and written computer communication (E-mail).
2. Co-workers – Multiple daily interactions responding to emergency and non-emergency situations, to facilitate the coordination of daily operations, staffing and training, exchange of information, to complete administrative and operational tasks, manage program needs, purchases, inspection assignments, and documentation.
3. Fire Department Company Officers – Daily interactions by telephone, written computer communication (E-mail), radio, and personal contact: coordination of daily company staffing, coordination of unit status and distribution, exchange of information.
4. Fire Department Chief Officers – Multiple daily interactions by telephone, radio, and personal contact: staffing of fire companies, status monitoring and distribution of companies, processing of personnel issues, exchange of information, and incident management operations.
5. Other contacts as assigned, required or needed.

Work Environment:

As the Chief of Operations, the incumbents work environment should be expected to include, but are not limited to the following:

- Sedentary, administrative work in an office environment.
- Strenuous physical activity under extremely adverse conditions required frequently.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Assistant Chief of Training, Education, & Safety	Reports To:	Executive Assistant Fire Chief
Position Status:	Full-Time Paid; "At-Will"	Effective Date:	June 21, 2017
FLSA Classification:	Exempt	Approved:	

- Position requires standing, running, walking, sitting, kneeling, squatting, bending, lifting, pushing, pulling, rowing, pinching, gripping, digging, spraying, reaching overhead, reaching away from the body, and repetitive motions.
- Will be required to function in extreme weather conditions temperatures exceeding 100 degrees Fahrenheit, with heavy rain, high water, wind, and dangerous lightning.
- Work will be performed in a dangerous environment with exposure to slippery surfaces, weakened structures, violence, smoke, flames, explosives, gas, fumes, dust, and odors.
- Work may result in exposure to HIV, AIDS, Tuberculosis, Small Pox, Hepatitis A, B, and C.
- Work may result in organic exposures such as Fleas, Flies, Bed Bugs, Snakes, Alligators, Sharks, and Mosquitos.
- This position requires the ability to read, analyze, and comprehend English.
- This position requires the ability to write and speak English.
- This position involves periods of extreme physical, emotional, and psychological stress.
- This position requires the use of sensory activities such as talking, seeing, hearing, smelling, feeling, depth perception, and color vision.
- This position requires a high degree of emotional and psychological resiliency.

SUMMARY:

This Job Description illustrates examples of duties, jobs, skills, and knowledge an employee should have to be successful in this position. Employees in this job classification can and should expect to perform job-related responsibilities and tasks not enumerated in this job description.

Incumbents are advised the essential functions and requirements contained herein are subject to change at the discretion of the Fire Chief to meet the needs of the District.

This job description should not be interpreted as all-inclusive or as an employment agreement between employer and employee.

Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform functions or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.



FORT MYERS BEACH FIRE CONTROL DISTRICT JOB DESCRIPTION

Position Title:	Assistant Chief of Training, Education, & Safety	Reports To:	Executive Assistant Fire Chief
Position Status:	Full-Time Paid; "At-Will"	Effective Date:	June 21, 2017
FLSA Classification:	Exempt	Approved:	

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

Signature

Date

(Print Full Name)

Fire Chief

Date