

Division Chief of Logistics, Fire Department

City of Dunedin, Florida
Class Description

JOB TITLE: Division Chief of Logistics
Fire Department

GENERAL STATEMENT OF JOB

Under general direction, performs administrative duties that relate to support service and logistics. Will supervise personnel as required. This position will be 40 hours per week. Reports to the Fire Chief.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Responsible for scheduling and follow-up on all apparatus maintenance with Fleet.

Responsible for repair/replacement of tools/equipment on apparatus.

Scheduling/tracking:

- Annual Ladder Testing
- Annual Hose Testing
- Annual Pump Testing
- Annual Extrication Equipment Inspection

Coordination of equipping new apparatus:

- Scheduling radio and computer installation
- Arranging cabinets for equipment storage
- Placing new equipment on apparatus

Repair and Tracking of SCBA equipment to include annual testing:

- Annual mask fit testing of all personnel

Bunker gear/PPE tracking & coordination of repairs and purchasing.

Coordination of radio, headset, and pager repairs/purchasing and inventory control.

Division Chief of Logistics, Fire Department

Emergency Management duties- May perform Web EOC data entry and assist in other assignments as needed.

Coordinates Food purchases during declarations of emergencies.

Fills in as Shift D/C for those that need to attend training or are off duty for other reasons.

Apparatus inventory updates/tracking in PS TRAX – inventory management software.

Manages fixed asset inventory.

Oversees Gas monitor calibration/repair.

Oversees/tracks station maintenance and repairs via PS TRAX program.

Coordinates Fireboat maintenance and equipment repair/replacement.

Coordinates Preplan assignments and tracking.

Orders and distributes uniforms as needed.

Participates in disaster preparedness, response, mitigation and recovery planning and implementation.

Supervises and/or participates in vehicle, equipment, facility and grounds inspections, cleaning and maintenance; coordinates emergency vehicle repair work. Conducts equipment safety inspections and testing as required.

Ensures department / employee compliance with labor contract rules and policies; assists with labor negotiations as required.

Assists with the development of the operations budget; requisitions and maintains inventory of necessary equipment and supplies.

Completes and submits reports regarding department activities; enters data from reports into computer. Receives reviews and evaluates reports from subordinate personnel regarding departmental activities.

Receives and responds to inquiries and complaints from the public. Represents the department at City and community meetings.

Keeps abreast of new technology, methods and regulations for fire prevention and suppression operations; attends meetings, conferences and continuing education classes as required and/or appropriate.

Division Chief of Logistics, Fire Department

ADDITIONAL JOB FUNCTIONS

Participates in public education / public relations efforts.

Performs general administrative/office duties as required, including conducting and attending meetings, compiling data for reports, entering computer data, preparing reports and correspondence, reviewing mail, distributing supplies, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in Fire Science or EMS or related field with seven years of verifiable work experience in the fire service. If candidate doesn't currently have an Associate's degree or greater, a progressive plan for obtaining one will be developed and approved by the Fire Chief.

Requires two years of supervisory experience as a Fire Lieutenant or above.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess Florida Firefighter II Certification; must possess Florida Fire Officer II certification or Fire Officer Certification if prior to November 2013.

Must possess certification as a Florida EMT or Paramedic. If candidate does not have Pinellas County certification, will be required to obtain upon hire.

Must possess a valid Florida driver's license.

Requires one-year prior experience as Acting District Chief or higher.

Live Fire Training Instructor Certification preferred.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the District Chief. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of computer programs/software. Ability to be organized and efficient. Has knowledge in the areas of fire science, hydraulics, electrical, fire codes and ordinances, emergency medical services, etc. Knows how to determine and ensure safety at the scene of emergencies. Is able to make sound, educated decisions. Is able to perform according to standards despite working long hours and intense, exhausting schedules. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to perform duties under adverse environmental conditions.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of modern office practices and technology, including computers. Requires the ability to use, operate and/or handle office equipment such as a telephone, calculator, computer, etc.; and to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information. Has the ability to read, speak and understand the English language.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to

Division Chief of Logistics, Fire Department

calculate decimals and percentages; to perform mathematical operations involving basic algebraic principles and formulas; to use basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Is able to ensure proper training for employees, including explanations and written instructions in order to ensure that standards and regulations are understood and implemented. Has the ability to plan and coordinate the most effective use of personnel, facilities and resources to achieve department goals.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving high risk to the organization and community. Has the ability to use independent judgment and discretion in critical situations such as response to natural and man-made emergency/disaster situations. Is able to coordinate multi-agency responses. Is able to show a high level of discretion and flexibility in daily operations. Is able to make sound, educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

ADA COMPLIANCE

Physical Ability: Occasional tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds), and occasionally heavier objects and materials (up to 100 pounds). Routine tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Routine tasks are performed without exposure to adverse environmental conditions; occasional tasks require exposure to fire hazards, adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, fumes, noise extremes, machinery hazards, vibrations, electric currents, traffic hazards, toxic/poisonous agents, violence, disease/pathogens.

Division Chief of Logistics, Fire Department

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Fire Chief

Date