

# **FIRE DIVISION MANAGER**

<b>Job Code</b>	<b>Pay Grade</b>
<b>10960</b>	<b>SM4a</b>

## **Nature of Work**

This is responsible professional, technical, administrative, and supervisory work in planning, directing, and coordinating fire protection activities within Pinellas County, as well as promoting fire protection activities. Work involves responsibility for planning, directing, and coordinating a countywide fire protection system. Responsibilities include utilizing personnel and upgrading facilities in order to meet the needs of an expanded population in areas already having fire protection service. The incumbent reports to the Bureau Director, Public Safety Services.

## **Minimum Qualification Requirements**

- 8 years experience in the field of fire administration, public administration or a related field that includes 2 years of responsible supervisory experience; or
- Associate's degree in public or business administration, political science, public planning, fire administration or a related field and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## **Appointing Authority May Also Require**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee's name must not appear on the Health & Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## **Illustrative Tasks (These are examples and are not all inclusive.)**

- Manages the Emergency Services Centralized Training Facility.
- Plans and coordinates fire protection activities within the county.
- Coordinates the upgrading of fire facilities and fire protection services.
- Administers ad valorem tax monies generated from fire districts.
- Serves as liaison between the county and the various municipal and fire departments located within the county.
- Supervises a fire prevention program within the unincorporated area in accordance with the provisions and requirements of Pinellas County Code Chapter 62 and Chapter 633 Laws of Florida.
- Serves as liaison between the county and the Florida Division of Forestry under a cooperative lease of equipment agreement.
- Serves as technical advisor to various boards and associations relating to fire protection or prevention.
- Determines minimum service levels for each municipal and fire district fire department.
- Performs related work as assigned or required.

## **Knowledge, Skills, and Abilities**

- Knowledge of the fire protection and fire prevention facilities and activities within Pinellas County.
- Knowledge of recent developments, current literature and sources of information in the fields of fire protection, prevention and hazardous materials and supplies and equipment.
- Ability to apply computer applications and software.
- Ability to direct and effectively coordinate facilities and personnel in the various municipal and fire districts and fire departments within the county.

## **FIRE DIVISION MANAGER (continued)**

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### **Knowledge, Skills, and Abilities (continued)**

- Ability to direct and coordinate a continuous countywide fire protection system.
- Ability to present programs and ideas clearly and concisely, orally and in writing.
- Ability to speak to public groups and civic organizations.
- Ability to establish and maintain effective working relationships with the various members of the County Fire Protection Authority, officials, fire departments' personnel, subordinate employees and the public.
- Ability to exercise sound independent judgment and tact.

For official use only

Revised	EEOC Code	Overtime Code
11/09	Professionals	Exempt