

**MAJOR FUNCTION**

This is work performing activities of a functional unit within a division (EMS & Training and Prevention) within the Tallahassee Fire Department. Specific work assignments are dictated by the unit's mission. Work is performed under the direction of the Senior Fire Specialist, and the work is reviewed through reports, observation, and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Schedules and coordinates activities, trains personnel, conducts investigations and inspections, and prepares reports as required to support the personnel and activities of the area to which the position is assigned. Keeps records and evaluates performance of programs.

**Other Important Duties**

Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the operation and maintenance of the various types of apparatus and equipment used in firefighting activities. Working knowledge of first aid principles and methods. Working knowledge of the Fire Department's rules and regulations and the specific rules, regulations and information that is necessary for successful job performance in the functional unit to which the position is assigned. Working knowledge of fire prevention methods and of city ordinances on fire prevention. Ability to exercise sound judgment. Ability to prepare clear and concise reports. Skills in the use of personal computers and the associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and six years of full-time paid firefighting experience.

**Necessary Special Requirements**

Must be a certified firefighter in the State of Florida at the time of application.

Must possess a Florida emergency medical technician (EMT) certification at the time of application and maintain same as a condition of continued employment in the job class.

Must possess a valid Class E State driver's license or equivalent, as determined by the City, at the time of application.

**Special Requirements for Designated Functional Areas**

EMS/Training – (Instructor): Must possess a valid Florida Fire Instructor certification at time of application and maintain same as a condition of continued employment.

Prevention – (Inspector): Must possess valid Florida Fire Safety Inspector certification within 6 months from time of appointment and maintain same as a condition of continued employment. Florida Arson Investigator certification additionally preferred. (Investigator): Must possess valid Florida Arson Investigator certification at time of application and maintain same as a condition of continued. Florida Fire Safety Inspector certification additionally preferred.

Established: 09-20-14

Revised: 03-05-15  
02-19-16  
02-03-18