

## TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

**AGENDA DATE:** June 16, 2004

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Mark Alan, Director of Human Resources Management (954) 797-1169

**PREPARED BY:** Mark Alan

**SUBJECT:** Resolution formally establishing a job classification specification

**AFFECTED DISTRICT:** Not Applicable

**TITLE OF AGENDA ITEM:**

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING A JOB CLASSIFICATION SPECIFICATION, FOR FIRE DIVISION CHIEF; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

**REPORT IN BRIEF:**

The subject item has been agendized under the consent agenda. The adoption of this resolution will formally establish a classification specification/description for the indicated job classification. The adoption of this resolution is necessary since pursuant to Personnel Rules and Regulations of the Town of Davie, Rule III, Section 7, new or revised job classification specifications will be submitted to the Town Council for approval.

The establishment of amended job classification specifications/descriptions is necessary in order to accurately reflect the general statement of the job classification as well as specific duties and responsibilities, essential job functions, minimum requirements, and performance indicators for the specified job classifications. The following includes some of the factors considered during the analyses for the development and establishment of the job classification specifications: 1) Job tasks (qualitatively/quantitatively); 2) Task significance, variability, and difficulty; 3) Knowledge/skill variety; 4) Level of autonomy; 5) Interaction (co-worker, supervisory); 6) Span of control; 7) Work unit size; 8) Size of organization.

The following is a currently approved job classification and current associated salary range. The Job classification specification/description for this job classification merely contains updated language:

Fire Division Chief	528 (\$61,306 - \$81,255)
---------------------	---------------------------

<b>PREVIOUS ACTIONS:</b>	None
<b>CONCURRENCES:</b>	Not Applicable
<b>FISCAL IMPACT:</b>	None

Has request been budgeted?	Not Applicable
----------------------------	----------------

Account Name:	Not Applicable
---------------	----------------

**RECOMMENDATIONS:** Staff recommends approval of the Resolution.

<b>Attachment(s):</b>	cc:	Thomas J. Willi, Town Administrator
- Resolution		Ken Cohen, Assistant Town Administrator
- Exhibits "A"		Russell Muniz, Town Clerk

MA:ma  
0616-R -2004 Class Specs (cm06/16/04)

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING A JOB CLASSIFICATION SPECIFICATION FOR FIRE DIVISION CHIEF; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Davie desires to authorize a job classification specification for Fire Division Chief and amend the classification and compensation plan accordingly; and

WHEREAS, it is recommended that the classification and compensation plan be amended to formally establish the job classification specification job for said job classification; and

WHEREAS, it is in the best interest of the Town to enact said amendments to the classification and compensation plan.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby authorize the amendment of the Town of Davie classification and compensation plan by authorizing the following job classification specifications herein incorporated as Exhibits A at the indicated annual salary ranges:

<u>Job Classification</u>	<u>Salary Range</u>
Fire Division Chief	528 (\$61,306 - \$81,255)

SECTION 2. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of the Resolution.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2004

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2004

**CLASS SPECIFICATION**

**FIRE DIVISION CHIEF**

**GENERAL STATEMENT OF JOB**

Under the direction of the Fire Chief or designee, performs technical supervisory work in directing fire/EMS personnel, specialty services, administrative and support services, fire prevention/life safety and building programs and activities. This is a highly responsible staff position coordinating the emergency and non-emergency activities of the Department as assigned.

An employee in this class of work is responsible for performing various administrative assignments of considerable difficulty relating to planning, organizing, directing, supervising, and participating in one of the following areas: Fire and Emergency Medical Service Operations, Training and Special Operations, Administration and Support Services or Fire/Life Safety. An important aspect of working in this class is ensuring that personnel activities are accomplished in conformance with Town and departmental policies, collective bargaining agreements and other pertinent rules and regulations. Employees serve at the scene of major fires and other emergencies when required and are expected to maintain proficiency in modern firefighting techniques. Considerable initiative and independent judgment is required in establishing programs and procedures for the area of assignment. Typically a forty (40) hour work week is assigned. However, employees are subject to recall during off-duty hours when emergencies arise. Under the direction of the Deputy Fire Chief, work is reviewed through conferences, staff meetings and reports submitted.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Supervises the daily duties of Town's Fire Code Official/Fire Marshal.

Promotes public relations and educational seminars for the public; delegates authority to subordinate employees to enforce the provisions of the fire codes and building codes.

Oversees the research and preparation of recommendations regarding fire protective/preventive legislation.

Assists in the preparation of the budget and expenditures. Monitors and approves expenditures and requisitions; reviews and approves all building division payrolls; manages building division's financial activities including, but not limited to, billing for services and licenses.

Assists with the planning, organizing, directing, supervising, training, scheduling and coordinating of professional technical and clerical staff in fire, rescue and emergency medical services and in building division functions.

Oversees pre-fire planning with businesses; examines and approves architectural drawings, diagrams and distributes related information.

Represents Fire-Rescue Department on Town Committees as may be required.

Oversees fire safety inspections, such as annual re-inspections of violations, minimum housing, certificate of occupancy and occupational licenses; issues fire safety inspections reports, fire safety inspections and other fire related duties.

Prepares periodic reports, such as Monthly Fire Prevention and Building Division reports; attends staff meetings and chairs Quality Assurance meeting.

Responds to emergencies when necessary to assist subordinate Chief Officers, in the performance of fire/EMS incident management, to coordinate mutual aid or automatic aid responses or related activities in multiple alarms, disasters, complex or major incidents as defined by department policy.

Recognizes hazardous material situations; makes identification of unknown substances through the use of specialized testing equipment, sets up decontamination procedures, assists agencies in the removal/disposal of hazardous materials.

The list of essential functions, as outlined herein is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Oversees routine station maintenance and duties.

Oversees station tours; provides public information, where authorized. Attends various community and municipal meetings as the Fire-Rescue Department representative; serves on boards and committees as requested.

Supervises or performs duties of Firefighter, EMT, or Paramedic as required.

Performs routine office functions, such as filing, faxing, answering phones, and copying.

Knowledge of the basic operation of all firefighting equipment and procedures, medical equipment and procedures, and special operations and may be necessary.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Associates Degree in related field with a Bachelor Degree in related field which must be attained by October 1, 2008. Plus a minimum of ten (10) years experience in fire suppression, fire prevention, emergency medical services; with at least five (5) years experience in performing the functions of Battalion/Acting Battalion Chief . Such experience must be clearly documented for consideration.

## SPECIAL REQUIREMENTS

Must hold a current Florida certificate of compliance as a Firefighter and current State of Florida or National Registry certification as a Paramedic. Must obtain State Fire Officer I certification by October 1, 2006. Must obtain State Fire Officer II certification or CFO designation by October 1, 2008. Must possess a valid State of Florida driver's license Class "D" with an "E" Endorsement, and EVOC certificate. Executive Fire Officer preferred.

- State Fire Standards Certification of Compliance
- Valid State of Florida or National Registry Paramedic Certification.
- State of Florida Class "D" Driver's License with "E" Endorsement
- EVOC Certificate

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including various fire fighting equipment, audio-visual equipment, and common office equipment, etc. Must be able to exert up to 150 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are those for very heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates, and receiving information from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, charts, forms, etc. Requires the ability to prepare correspondence, reports, forms, lectures, etc., using prescribed formats. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to define problems, collect data, establish facts, draw valid conclusions; and interpret an extensive variety of technical instructions in diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including emergency response codes, fire and medical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment and fire fighting equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as fire fighting equipment and office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.). Must be able to communicate via a telephone and two-way radio.

### **PERFORMANCE INDICATORS**

Knowledge of Job: Has considerable knowledge of the principles, methods, and equipment used in fire fighting, fire prevention and rescue operations. Has general knowledge of basic emergency medical procedures and techniques. Has general knowledge of street layout, buildings and the location of fire hydrants in their respective districts. Has general knowledge of applicable laws and ordinances and of departmental policies, procedures and regulations. Has general knowledge of the operating characteristics and service requirements of the departmental equipment and apparatus. Has some knowledge of the principles of supervision, organization and administration. Is skilled in handling firefighting equipment as prescribed by departmental standard operating procedures. Is able to plan, assign and supervise the work of subordinates. Is able to analyze situations correctly and adopt effective courses of action, with due regard to surrounding hazards and circumstances. Is able to train and instruct firefighters in modern firefighting principles, practices, and procedures. Is able to exercise initiative in meeting and resolving emergency situations. Is able to prepare and maintain routine work records and reports. Is able to report to work on 24-hour, call-in basis. Is able to establish and maintain effective working relationships as necessitated by work assignments. Has physical strength and agility to perform prolonged and arduous work under adverse conditions when required.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

## *Performance Indicators (continued)*

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises independent judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, superiors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

## *Performance Indicators (continued)*

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the department regarding the activities of the shift and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the shift and department. Within the constraints of departmental policy, formulates the appropriate strategy and tactics for achieving shift objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the shift.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Assists in the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of departmental goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of departmental standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet shift and department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the shift. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

*Performance Indicators (continued)*

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the shift. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town and department policies regarding the shift. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the department and continually reviews shift policies in order to ensure that any changes in departmental philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and shift morale and performance.

\* \* \* \* \*

THIS PAGE  
INTENTIONALLY  
LEFT BLANK

\* \* \* \* \*