

MAJOR FUNCTION

This is work performing activities of a functional unit within a division (Administration, , , and Prevention) within the Tallahassee Fire Department. Specific work assignments are dictated by the unit's mission. Work is performed under the direction of a Senior Fire Specialist, Fire Coordinator, or designated position (PIO supervised by Fire Chief), 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.

Information: Administers, plans, and coordinates the daily activities of the public information function within the Tallahassee Fire Department under the direction of a designated position. Trains personnel, as applicable. Acts as Public Information Officer (PIO) and assists in the assessment and recommendation of policies of the department as related to public information, community relations, and internal communications/relations. Develops, negotiates, implements, and maintains standardized operating procedures that meet the needs of the department as related to these areas. Coordinates with both internal and external agencies and command staff on external and internal communications related to specific incidents and developing trends. Tracks and analyzes different communications streams. Coordinates with shift PIOs. Oversees recruitment team. Assists with public education activities as needed. Builds and maintains effective working relationships with businesses, neighborhoods, and other partners. Responds to emergency situations as required. Performs related work as required.

Public Education: Conducts public displays and public speaking engagements. Evaluates safety surveys. Develops public safety programs that will help educate the public.

Other Important Duties

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

Information: Selects the most effective means of information medium. Serves as representative on various emergency response and recovery teams. Reviews requests for information related to high profile incidents.

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 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 computers and the associated programs and applications necessary for successful job performance.

Information: Thorough knowledge of department organizational structure and division specific responsibilities. Considerable knowledge in communications and technology mediums. Ability to conduct training classes on fire related media relations. Ability to interpret and understand written

policy concerning laws, ordinances, rules, regulations, orders, notices, and procedures specific to public records.

Minimum Training and Experience

As of 2/10/2024, must be a Fire Lieutenant in the Tallahassee Fire Department or on the department's current Fire Lieutenant Promotional List and eligible for promotion to Lieutenant at time of application.

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. A valid State of Florida Paramedic certification may substitute.

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

Information: Must possess FEMA-IS29/FFP-PIO and/or FEMA G290 PIO certification within six months of appointment in the job class.

Prevention: Must possess a valid Florida Fire Safety Inspector certification within 6 months from time of appointment and maintain same as a condition of continued employment. Must possess a valid Florida Arson Investigator certification within 12 months from time of appointment and maintain same as a condition of continued employment.

Public Education: Must possess a Florida Fire and Lifesafety Educator certification within six months of appointment to the position and maintain same as a condition of continued employment in the position.

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