



# GREATER NAPLES FIRE RESCUE DISTRICT MEMORANDUM

24-018

**DATE:** February 26, 2024  
**TO:** All Personnel  
**FROM:** J. Nolan Sapp, Fire Chief  
**SUBJECT:** Internal Job Posting- Assistant Chief

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## **INTRODUCTION**

The District is seeking internal candidates for the position of Assistant Chief to be assigned to the Logistics and Fleet Maintenance Sections.

## **SUMMARY DESCRIPTION**

The Assistant Chief is a multifaceted position requiring supervisory and administrative work in commanding and coordinating any number of Section(s) activities by overseeing the day-to-day operations through direct management of programs and supervision of subordinate personnel. Work involves responsibility for the direction of the assigned Section. An employee in this class is responsible for the effective and efficient utilization of programs, equipment, and personnel in performing fire rescue, life safety, logistical, training, administrative, and support work. Work is performed with considerable independence within established policies and procedures.

## **REQUIREMENTS AND QUALIFICATIONS**

Reference attached job description

## **ANNUAL SALARY, COMPENSATION AND WORK SCHEDULE**

The starting salary is \$140,000 plus applicable incentives. The position is considered exempt under the provisions of the Fair Labor Standards Act (FLSA) and is provided benefits and incentives according to the District's Administration Handbook.

Typically, the Assistant Chief is assigned a forty (40)-hour work-week that may include a flexible daily schedule. Employees are subject to alternate work schedules, recall off-duty when emergencies arise, or as otherwise directed.



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## **BENEFITS**

All other employee compensation benefits are in accordance with the current Administrative Handbook as approved by the Board of Fire Commissioners.

## **SELECTION PROCESS**

If you are interested in consideration for this management position, please submit a cover letter and resume to Debra Pittman [dpittman@gnfire.org](mailto:dpittman@gnfire.org) by 5:00 p.m. on March 4, 2024. Upon receipt, you will be provided more information regarding the selection process.

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<b>GREATER NAPLES FIRE RESCUE DISTRICT ASSISTANT CHIEF</b>
<b>District Rank: Assistant Chief</b>
<b>Direct Report:</b>
<b>FLSA Consideration: Exempt</b>
<b>Approved: J. Nolan Sapp, Fire Chief</b>
<b>Date: 06/08/2021</b>

**I. General Description:**

The Assistant Chief serves as a manager in charge of a Section of the District's Organizational Branches. These sections include, but limited to, Operations, Fleet and Logistics, Training and Professional Development, and Life Safety and Prevention. The Assistant Chief is third-in-command only to the Fire Chief and Deputy Chief.

The Assistant Chief is a multifaceted position requiring supervisory and administrative work in commanding and coordinating any number of Section(s) activities by overseeing the day-to-day operations through direct management of programs and supervision of subordinate personnel. Work involves responsibility for the direction of the assigned Section. An employee in this class is responsible for the effective and efficient utilization of programs, equipment, and personnel in performing fire rescue, life safety, logistical, training, administrative, and support work. Work is performed with considerable independence within established policies and procedures.

The Fire Chief makes the final determination in the role and responsibilities in all subordinate positions under the approved Board of Commissioners Organizational Chart and representative positions that encompass the District.

**II. Position Responsibilities:**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned as appropriate.

- The Assistant Chief assists the Fire Chief and Deputy Chief in planning, organizing, and directing District operational functions. Responsible for performing executive-level activities and may act in this capacity in the absence of the Fire Chief or designee as assigned.
- Participates in developing the District's planning objectives encompassing various activities, including Financial, Logistical, Operational, Planning, Life Safety, and Professional Development, and recommends alternative strategies for achieving them. Projects may be sensitive or controversial, may not have valuable precedents; and may have divergent and conflicting views.
- Prepares and presents decision papers, briefing materials, correspondence, and recommendations. Develops fully coordinated and communicated plans, policies, procedures, and systems that support achieving adopted objectives in a fiscally responsible and effective manner.
- Directs and coordinates operational activities of subordinate personnel in the District. This individual regularly works in an office setting, in the field, and in remote locations throughout the District and community.

- The Assistant Chief is responsible for performing various organizational planning assignments of considerable difficulty relating to planning, organizing, supervising, and participating in operational, administrative, managerial, personal investigations and discipline, policies and procedural development, and collective bargaining. An essential aspect of working in this class is ensuring that personnel activities are accomplished in conformance with District policies and procedures, collective bargaining agreements, local and state law, and other pertinent rules and regulations. Considerable initiative and independent judgment are required in establishing programs and procedures for the areas of assignment.
- Develops and implements policies, processes, and strategies related to District success, recruiting and retention of personnel, hiring and firing of personnel, conducts meetings as necessary, communicates with personnel, oversees all of the operations to that aim; seeks legal and professional advice as necessary, and communicates directly to the Fire Chief and Deputy Chief.
- Monitors, records, and submits reports and recommendations as needed to inform the Fire Chief and Deputy Chief properly.
- Responds when needed to emergent situations to assist other staff members and the Fire District.
- Observes personnel's activities, analyzes performance, conducts critiques of employees' performance, and provides relevant information to the Fire Chief and Deputy Chief.
- Coordinates with partnering fire and emergency services and other governmental or public/private agencies and jurisdictions to develop and maintain organizational strategies.
- Oversees and coordinates assigned day-to-day operational activities of the Fire District to assure a consistently high-quality service delivery; meets regularly with supervisory and management personnel and the Fire Chief and Deputy Chief to recognize, evaluate and solve operationally the management or personnel difficulties.
- Promotes a professional and harmonious, goal-oriented attitude within the Fire District. Resolves conditions that impair this achievement; investigates complaints and takes appropriate action.
- Monitors Fire District needs and recommends to the Fire Chief and Deputy Chief and modifies as necessary Fire District practices when necessary.
- Participates in selecting, testing, training, promotion, safety, discipline, placement, and appraisal of Fire District personnel.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations and recommended best practices; reviews and modifies policies and procedures to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate policy changes, training, and help to upper management.
- Carries out all District directives given by the Fire Chief and Deputy Chief legally compliant and in the District's best interest and the personnel thereunder.
- Develops, prepares, and executes the budget as approved by the District for all areas of responsibility; reviews and approves expenditures of funds prudently and responsibly; prepares recommendations for new equipment specifications.
- Serves as lead negotiator for the District in collective bargaining matters, as directed by the Fire Chief and in conformity with standards, procedures, and legal agreements of the District.

- Communicates with elected officials to promote programs, training, strategies, and other terms and employment conditions related to the organization and its members.
- Performs other job-related duties as required.

### **III. Supervisory Responsibilities:**

This position is responsible for the supervision and oversight of all employees, with the exception of the Fire Chief and Deputy Chief, in emergency and non-emergency operations. This includes but is not limited to hiring, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems in accordance with applicable state laws and District policies.

### **IV. Hours of Work:**

This position is compensated on a salary basis and is typically assigned a forty (40) hour workweek. However, the employee can be recalled from off-duty when urgent emergencies arise or directed by the Fire Chief. Under the Fire Chief's direction, work is reviewed through conferences, staff meetings, and reports submitted.

The position is considered exempt under the provisions of the Fair Labor Standards Act (FLSA) and is provided benefits and incentives according to the District's Administration Handbook.

### **V. Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to demonstrate each essential duty satisfactorily. The following are representative of the knowledge, skill, and abilities required for the position.

- Possess knowledge of federal, state, local law, county ordinances, and Fire District governing documents.
- Demonstrate the ability to handle highly confidential information, in both written and verbal format.
- Demonstrate the ability to exercise sound judgment in stressful situations.
- Demonstrate the ability to promote a positive morale among personnel.
- Demonstrate the ability to delegate workload equally and perform his/her share without intervention of superiors.
- Possess the skill and demonstrate the ability to work cooperatively with others, build consensus, and achieve organizational goals.
- Demonstrate the ability to effectively present information to the Fire Chief, members of the management team, public groups and/or the Board of Fire Commissioners.
- Demonstrate effective verbal and written communication skills and maintain the ability to address individual or group needs while meeting the goals of the greater organization.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.

**VI. Requirements:**

The requirement of knowledge, skills, and abilities through education, training and experience are set by the District at the time of the opening and consistent with fire service standards and District expectations.

**VII. Physical and Mental Requirements:**

The Assistant Chief may be subject to special risks involving physical activities and hazards during response to, and operations at emergency scenes. The person in this position must be sufficiently fit to perform job duties that are associated with the position. Specific requirements include the physical ability to work while wearing personal protective equipment, including respirators and self-contained breathing apparatus. The Executive Officer must be "Fit for Duty" as determined by a medical provider.

**VIII. Employment:**

Greater Naples Fire-Rescue District is an Equal Opportunity Employer. In compliance with the Americans with Disability Act (ADA), the Fire District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**IX. Employee Acknowledgement**

By signing this document, I acknowledge that I reviewed the job description and understand what is expected of me in this position. I attest that I am able to perform the essential job functions are outlined with or without any reasonable accommodations.

\_\_\_\_\_  
Employee's Signature and Date

\_\_\_\_\_  
Employee's Name (please print)

\_\_\_\_\_  
Direct Manager's Signature and Date

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Direct Manager's Name (please print)