

Pace Fire Rescue District

Job Title:	Assistant Chief of Operations	Job Category:	
Department/Group:		FLSA Exempt:	Yes
Location:	Pace, Florida	Travel Required:	some
Level/Salary Range:	DOQ	Position Type:	Full-time
HR Contact:	Administration	Date posted:	March 17, 2025
Will Train Applicant(s):	No	Posting Expires:	Click here to enter a date.
External posting URL:	www.pacefirerescuedistrict.com		
Internal posting URL:	www.pacefirerescuedistrict.com		
Applications Accepted By:			
E-MAIL: Info@pacefirerescuedistrict.com Subject Line: Assistant Chief of Operations Attention: Fire Chief		MAIL: Pace Fire Rescue District 4773 Pace Patriot Blvd. Pace, Florida 32571	
Job Description:			
<p>Under the general direction of the Fire Chief, the Assistant Chief of Operations is responsible for operational shift coverage, operational planning, and overall emergency operations in the District. This position supervises and coordinates fire battalions, responds to emergencies, manages firefighters, conducts training programs, and ensures adherence to department policies and procedures. The Assistant Chief administers comprehensive fire and EMS training programs, oversees in-service training and safety programs, and assists in setting departmental goals, policies, and procedures. Additional responsibilities include handling grievances, disciplining personnel, budget preparation, equipment review and procurement, and representing the department in public engagements. The Assistant Chief may act in the capacity of the Fire Chief when required.</p> <p>The responsibilities of the Assistant Chief fall into five primary categories:</p> <ul style="list-style-type: none"> • Strategic Direction – Analyze performance metrics and implement solutions to enhance operational effectiveness. • Training Operations – Develop and oversee training programs to improve performance and safety. • Personnel Management – Provide leadership, manage personnel performance, and administer disciplinary processes. • Logistical Support – Ensure operational readiness by managing equipment, apparatus, and resources. • Emergency Response – Respond to major incidents, provide operational support, and assume command when necessary 			

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Essential Functions

The following duties provide a representative summary of major responsibilities. Incumbents may not be required to perform all duties listed and may be assigned additional responsibilities as needed.

Strategic Direction

- Evaluate Accreditation Program standards, ISO requirements, and NFPA 1710 compliance.
- Analyze performance metrics, including turnout, travel, on-scene, deployment, and reliability times.
- Collaborate with regional and state operations, the South Santa Rosa Fire Alliance, and the Santa Rosa Chief Association.
- Represent the Fire District at local, county, and state meetings.
- Assist the Fire Chief with annual budget planning.
- Receive complaints or reports of emergencies, determine the need for action, and direct or assist personnel in response.
- Participate in personnel selection, training, and promotion processes.
- Prepare reports, monitor expenditures, and administer discipline.
- Maintain liaison with other agencies and ensure professional relationships.
- Plan and develop District programs and enforce policies and procedures.

Training Operations

- Define and implement training strategies that align with performance excellence and regulatory standards.
- Attend conferences and seminars to remain updated on operational trends.
- Direct the development and coordination of EMS and fire training programs.
- Develop training plans for all ranks with clear objectives.
- Coordinate mutual aid training and conduct post-incident debriefs.
- Oversee the ALS program and EMS Chief operations.

Personnel Management

- Define and communicate expectations while providing continuous performance feedback.
- Assist personnel with employee relations and performance issues.
- Lead organizational development initiatives and remove obstacles to implementation.
- Provide mentorship, policy updates, and team-building initiatives.
- Assist with union negotiations and maintain professional relationships with union representatives.

Logistical Support

- Participate in the selection and management of external vendors.
- Manage apparatus, equipment maintenance, and bunker gear procurement.

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- Oversee uniform allotment distributions and ordering systems.
- Coordinate and facilitate promotional testing for all ranks.
- Manage incident reporting systems and data distribution.
- Oversee social media communication for the District.
- Develop apparatus specifications and oversee maintenance programs.
- Ensure compliance with annual testing requirements for hydrants, hoses, ladders, and pumps.
- Provide oversight for performance management systems (e.g., Tenzinga).

Emergency Response

- Act as Incident Commander, Senior Advisor, or Support Officer during emergencies.
- Supervise large-scale emergency responses, including multi-agency operations.
- Make critical command decisions impacting life safety, property protection, and environmental conservation.
- Respond to emergency service needs on and off duty.
- Provide Battalion Chief coverage when required.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of modern fire, EMS, and emergency management practices.
- Understanding of federal and state laws governing fire services.
- Strong leadership, supervisory, and personnel management skills.
- Ability to analyze complex problems and develop effective solutions.
- Excellent interpersonal and public communication skills.
- Proficiency in preparing reports and presenting information clearly.
- Capacity to build and maintain relationships with Fire/EMS agencies and community stakeholders.

Education and Experience Requirements

- Valid Florida Driver's License
- Florida State Certified Firefighter
- Florida Fire Officer 1 & 2 Certification (Fire Officer 3 must be obtained within 12 months)
- Florida Certified EMT or Paramedic (Paramedic preferred)
- Associate Degree in Fire Science or related field (Bachelor's Degree preferred)
- Extensive experience in fire suppression, emergency medical services, and personnel management.
- Experience in working in a Special District (Ten years' experience preferred)
- Extensive Experience in working on a Special District Budget.

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Work Environment and Physical Demands

- Work nights, weekends, and holidays as needed; on-call availability required.
- Frequent local travel to meetings, emergency scenes, and disaster sites.
- Exposure to hazardous conditions, including toxic chemicals, extreme temperatures, and heavy equipment.
- Ability to perform physically demanding tasks, including lifting up to 70 lbs.
- Proficiency in using SCBA and operating within hazardous environments.
- Must maintain physical fitness for emergency response duties.
- Ability to remain awake and functional during prolonged emergency operations.
- Occasional out-of-town/state travel for professional development.
- Experience as a Volunteer Firefighter or working in a Combination Fire Service.

Emergency Management Responsibilities:

As an emergency service worker, this employee may be required to report for duty during emergencies, including hurricanes or disaster situations, and perform essential emergency-related duties as assigned.

ADDITIONAL NOTES:

Applicants must be tobacco-free and remain so throughout employment. Must live within 30 miles of the district. This position requires a 24-hour response to various types of incidents.

Unless otherwise noted, applicants must have required certifications at the time of application.

Employment with the Pace Fire Rescue District is at-will employment.