



PEMBROKE PINES FIRE RESCUE

ASSISTANT DIVISION CHIEF OF RESCUE



Job Title: Division Chief of Rescue

Department: Pembroke Pines Fire Rescue

Reports To: Division Chief of Rescue

FLSA Status: Exempt

Location: Pembroke Pines, FL

Position Summary:

The Assistant Division Chief of Rescue supports and manages the operations, personnel, and administrative functions of the Rescue Division under the direction of the Division Chief of Rescue. This position oversees daily EMS operations, training, logistics, quality management, and program development. Responsibilities include ensuring compliance with departmental standards, managing EMS supplies and controlled substances, overseeing certification tracking, and coordinating projects within the Rescue Division. The Assistant Division Chief plays a key role in supporting mission readiness, operational efficiency, and continuous improvement across the Rescue Division.

Essential Duties and Responsibilities:

General Rescue Division Duties:

- Direct and supervise assigned personnel within the Rescue Division.
- Manage Quality Management (QM) rescue reports to ensure accuracy and timely review.
- Coordinate medical and oxygen supply ordering and maintain accurate inventory control.
- Maintain budget balance sheets and track expenditures for division programs and supplies.
- Develop and implement EMS training programs and Medic Monthly training schedules.
- Oversee repair and maintenance requests for stretchers, LUCAS devices, computers, power loads, rescue vehicles, monitors, and AEDs.
- Maintain and submit cardiac arrest data through the CARES portal.
- Process Return-to-Work (RTW) documentation and coordinate with the Division Chief and Human Resources.
- Supervise controlled substance maintenance and perform audits to ensure compliance with DEA and departmental policy.
- Manage inventory and logistics for EMS supplies, equipment, and replacement items.
- Coordinate paramedic testing and assist with new hire and promotional evaluation processes.
- Track employee certifications, including ACLS, BLS, EMT, Paramedic, and driver's licenses.

- Review and update department protocols in coordination with the Division Chief and Medical Director.
 - Serve as Program Director for the EMR/EMT education program, including creating the syllabus and supervising instructors.
 - Maintain compliance and readiness for Pediatric Readiness and Mission Lifeline programs.
 - Serve as the Alternate Pediatric Emergency Care Coordinator (PECC) when the primary PECC is unavailable, ensuring ongoing pediatric training, data review, equipment readiness, and interagency coordination.
 - Coordinate department details, projects, and interagency initiatives supporting EMS operations.
 - Liaison with outside agencies, vendors, and training partners to enhance operational effectiveness.
 - Support Rescue Division participation in emergency responses, drills, and significant incidents as assigned.
 - Serve as the Division Chief of Rescue in their absence.
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Qualifications:

- Minimum of ten (10) years of service with Pembroke Pines Fire Rescue, including at least two (2) years in a supervisory or command-level position.
 - State of Florida certification as a Paramedic and Firefighter II.
 - Bachelor's Degree from an accredited institution preferred, or currently pursuing one.
 - Completion of ICS-300/400 and recognized leadership or management programs.
 - Proven experience in EMS quality assurance, training development, and supply chain management.
 - Strong knowledge of ALS/BLS operations, medical protocols, and EMS system design.
 - Ability to analyze data, manage budgets, and coordinate multi-faceted EMS programs.
 - Effective written and verbal communication skills with the ability to lead personnel and collaborate across divisions.
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Working Conditions:

Primarily an administrative schedule with response responsibilities as needed for major incidents or special operations.

Duties may require attendance at meetings, training, and emergency responses outside of regular business hours.

Work may involve exposure to high-stress situations, hazardous environments, and extreme weather during emergency operations.