

MAJOR FUNCTION

This is a trainee classification which facilitates progression into the position of Firefighter. Applicants are hired into this non-sworn probationary position for a period up to six months in order to complete a full-time Florida Fire Academy Training Program and pass the State of Florida Firefighter Minimum Standards Certification Exams and receive their Florida Firefighter Certificate of Compliance. Positions assigned to this classification report to a designated supervisor in the TFD Training Division and work under close supervision.

Upon successful completion of the requisite training and exams, incumbents in this classification are eligible for hire into the position of Firefighter.

Incumbents in this classification are not covered by the collective bargaining agreement between the City and Tallahassee Professional Firefighters.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Attends and successfully completes the Florida Fire Academy Training Program. Passes all required certification exams and receives their Florida Firefighter Certificate of Compliance within sixty days after completion of the assigned courses. Participate in departmental training sessions. Participate in departmental support activities not associated with firefighting or EMT activities.

Other Important Duties

May participate in orientations including ride along with station personnel. May be assigned to specific units within the department in a support role requiring the performance of specialized duties not covered by the Collective Bargaining Agreement between the City and Tallahassee Professional Firefighters. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Strong communication skills. Ability to understand and follow oral and written instructions. Ability to react quickly and calmly in emergencies. Ability to perform prolonged and arduous work under adverse conditions. Exhibit problem-solving abilities, adaptability, and resilience to handle high-pressure situations and unpredictable challenges while prioritizing public safety.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate.

Necessary Special Requirements

Must be at least 18 years of age at the time of application.

All male applicants between the ages of 18-26 years of age must provide proof of Selective Service registration or exemption.

Must possess a valid Class E State driver's license and have a satisfactory driving history as determined per City policy.

Must maintain compliance with Florida Statute 633 as applicable.

FIRE TRAINEE

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Must be a non-user of tobacco products for at least one year immediately preceding the date of application, as evidenced by a sworn affidavit completed at time of hire.

Additional Special Requirement

If fire school is paid for by the department, must sign a reimbursement agreement for Fire Academy costs which requires a three-year commitment from hire date. Failure to complete three years of employment with the department will require the employee to reimburse the City of Tallahassee for these costs.

Established: 09-16-24