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# Timothy Robinson (retired firefighter)

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## SKILLS

- Positive attitude
- Good work ethic
- Good organizational skills
- Able to work well in stressful situations

## EXPERIENCE

### Indianapolis Fire Department - Deputy Chief of Administration

January 2021 - August 2024

- Divisions under my supervision:
  - Human Resources
  - Information Technology
  - Pension
  - Recruitment
  - Training
- Supervised the Hiring and Promotional Processes of firefighters.
- Supervised the election of two Civilian Merit Board members elected by the firefighters.
- Supervised the election of two Pension Board members elected by the firefighters.
- Supervised the creation and revisions of General Orders and Standard Operating Procedures.

### Indianapolis Fire Department - Division Chief of Personnel

January 2019 - December 2020

- Supervised the bidding process of firefighters for apparatus vacancies along with creating new personnel orders.
- Supervised the annual vacation bidding process of suppression firefighters.
- Supervised the annual bidding of Kelly Days by suppression firefighters.
- Scheduled firefighters for their annual Physical Fitness Evaluation with a contracted medical group.

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### **Indianapolis Fire Department - Captain, Engine 13 - B shift**

December 2012 - December 2018

- Supervised the 10 on duty firefighters at Station 13 - B shift
- 5 years as House Captain which handles the purchasing of food staples, gym equipment, station appliances, ordering of station supplies, assigns housework and special projects to all three shifts.

### **Indianapolis Fire Department - Executive Officer, Battalion 7 - B shift**

November 2008 - November 2012

### **Indianapolis Fire Department - Captain, Hazardous Materials Coordinator**

January 2006 - October 2008

### **Indianapolis Fire Department - Engineer, Engine 13 - C shift**

December 2003 - December 2005

### **Indianapolis Fire Department - Private, Engine 13 - C shift**

July 1990 - November 2003

### **Indianapolis Fire Department - Private, - C shift**

August 1986 - June 1990

## **EDUCATION**

**State and Federal fire certifications**

**Many conferences, seminars, and trainings related to the fire service**

**Ivy Tech - Indianapolis, IN** *Associate Degree (Fire Science)*

**Center Grove H.S. - Greenwood, IN** *High School Diploma*