

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.

Date: 10/31/2018 **Department:** Fire Rescue (3217)

Title/(Status)/Job Code: Battalion Chief, FF/EMT (1107) (56 Hour) **Reports To:** Deputy Chief Fire Ops
****2 available positions****

Pay Grade/Salary Range: PG 113 \$21.27/hr - \$32.97/hr **Closing Date:** Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

Commands, directs and supervises the activities and personnel (paid and volunteer) involved in fire suppression, rescue services and basic emergency medical services. Duties include assistance with training, recommendation of discipline and evaluation of fire department personnel in the operation and maintenance of fire equipment and in techniques of firefighting and the provision of emergency medical service. The incumbent has complete responsibility over all activities of shift personnel while on an assigned shift and at fire and EMS incidents until relieved by a senior ranking officer. Work is performed under the general supervision of a Deputy Fire Chief and the Fire Chief/Public Safety Director.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Respond to all major alarms, either fire or emergency medical calls; evaluate situation and administer medical treatment.
- Maintains Florida Emergency Medical Technician certification and follows all recertification requirements/protocols to remain continuously certified and provide basic life support medical treatment.
- Maintain records, logs and statistics that pertain to fire and rescue responses along with company fire inspections, training activities and the maintenance of facilities and equipment.
- Provide instruction and training; evaluate and counsel subordinates; determine need for discipline and recommend appropriate actions; maintain and verify time sheets.
- Determine the method of fire suppression; supervise the laying of hose lines and direct fire streams to extinguish and contain fires.
- Conducts cause and origin and fire cause investigations as needed.
- Assume command at fire and emergency scenes until relieved by a senior ranking officer; review incident reports.
- Participates in promoting fire and EMS prevention/education and other safety education efforts throughout the County.
- Responds to fires and other emergency conditions, to include on-the-scene fighting of fire.
- Assign specific tasks for the Lieutenants/Captains and crews to complete; maintain radio contact with other units at all times.
- Provide on scene command and control to volunteers and County Firefighter/EMT's/Paramedics, and others as required through implementation of the Incident Command System.
- Participate in the use and maintenance of firefighting and emergency medical equipment.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Participate in drills, classes and schools in firefighting, emergency medical treatment, supervisory practices and other fire service related areas.

- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.
- Submits budget requests to the chain of command for the operation of shift duties and personnel.
- Prepares and is responsible for preparing reports of activities within a shift to the Public Safety Director, through the chain of command.
- Works productively with all personnel throughout the chain of command.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of management techniques and leadership qualities
- Knowledge of the Florida Fire Prevention Code, general fire prevention code, the principles and practices of fire safety and inspection techniques.
- Knowledge of the laws, rules, and regulations related to the storage and handling of hazardous materials.
- Knowledge of firefighting techniques, fire ground safety, and emergency medical treatment.
- Knowledge of all budgeting, support, training, and operational functions, to include all administrative functions of the Department.
- Ability to recognize and define fire safety hazards and to recommend effective remedial measures in existing structures.
- Ability to perform prolonged and arduous work under adverse conditions.
- Ability to work at heights.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.
- Ability to maintain a positive and forward-thinking work environment, with both volunteer and paid firefighters, EMT's, and paramedics

PHYSICAL SKILLS:

This work requires the occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; ability to lift and carry up to 50 lbs., must meet physical and medical requirements for firefighter and hazardous material per N.F.P.A Standards.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

A minimum of ten (10) years' experience in firefighting and EMS skills. A minimum of five (5) years progressive supervision and management, to have included budget management. High School Diploma or GED required. Associates Degree in Arts or Fire Science Degree preferred. Prefer five (5) years' experience working in combination paid/volunteer departments. Prefer five (5) years' experience managing union issues and leading volunteer components.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Current State of Florida Driver's license. Minimum Fire Officer I required, will be required to obtain Fire Officer II within one (1) year. Current State of Florida Firefighter II. Current State of Florida Fire Safety Inspector I. State of Florida or National Registry EMT or Paramedic preferred. 16 Hour Emergency Vehicle Operation (CEVO or EVOC) Current CPR/AED for Health Care Provider (BLS)

3. OTHER JOB-RELATED REQUIREMENTS:

Disaster Essential. Paid FIREFIGHTERS in Highlands County will not be able to operate as volunteer FIREFIGHTERS in Highlands County.