

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: 10/30/2018 **Department:** Fire Rescue (3217)

Title/(Status)/Job Code: Battalion Chief, FF/Paramedic (1122)
(56 hour) **Reports To:** Deputy Chief Fire Ops

Pay Grade/Salary Range: PG 115 \$24.35/hr - \$37.74/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:

A highly skilled technical, administrative, and supervisory position responsible for managing Fire Prevention, Fire Operations, or Fire Training. Also, directs, develops and administers various fire service programs, and fills in for station or Battalion duties as needed.

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.

- Assists in design, development, and implementation of the County plan for fire control.
- Coordinates overall County fire protection to include technical advice and assistance to the County volunteers and paid personnel, relating to fire prevention, combat of fire, hazardous materials, and specialized rescue and training.
- Conducts fire safety inspections of and reviews building plans for code compliance.
- Responds to fires and other emergency conditions to include on-the-scene fighting of fire.
- Directs the activities of fire prevention as it relates to new and existing building inspections and plans reviews.
- Provides oversight and technical assistance support of County volunteer fire districts as it relates to training, prevention, standard operating procedures, and emergency response.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.
- Able to work productively with volunteers and paid firefighters, paramedics, EMT's, civilian employees, the public, other agency personnel, and elected officials.
- Responds to any Officer in the chain of command.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.
- Knowledge of current methods of hazardous material, specialized rescue, planning, operations, and mitigation.
- Knowledge of latest training techniques and principles of instruction.
- Knowledge of current fire safety codes, laws, rules, and regulations including the fire prevention code.
- Knowledge of principles and practices of fire safety and inspection techniques.
- Knowledge of firefighting techniques, fire ground safety, and emergency medical treatment.
- Ability to plan, evaluate, assign, and coordinate activities performed by fire personnel.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relation with emergency personnel, employees, officials and the general public.
- Ability to perform during high stress situations.
- Ability to prepare reports on fire services activities, policy, and procedural recommendations, and budgetary requirements.
- Skill in managing an essential service with limited program funds.
- Ability to be self-directed and capable of independent decision making.

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 Paramedic (ACLS, PALS). Current State of Florida Hazardous Materials Technician (Operations Level) 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.