

**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.*

<b>Date:</b>	12/21/2018	<b>Department:</b>	Fire Rescue (3217)
<b>Title/(Status)/Job Code:</b>	Captain, FF/EMT (1111) (40 hours) Fire Marshal's Office	<b>Reports To:</b>	Battalion Chief
<b>Pay Grade/Salary Range:</b>	PG 111 \$18.60 - \$28.80	<b>Closing Date:</b>	Until Filled

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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.

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**GENERAL DESCRIPTION:**

A professional position responsible for the prevention and extinguishment of fires, the protection and saving of life and property, and the enforcement of County and State fire prevention codes, as well as of any law pertaining to the prevention and control of fires.

**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.

- Conducts periodic fire safety inspections as assigned.
- Assists with enforcement of the Uniform Fire Code, and the Minimum Fire Codes.
- Conducts plan review for fire code compliance.
- Inspects construction sites as necessary to ensure compliance with the approved construction documents, and the Florida Fire Prevention Code.
- Issue notices of non-compliance as necessary.
- Checks permit applications for fire code compliance.
- Discusses any recommended modifications or changes with contractor and/or owner.
- Conducts origin and cause fire investigations.
- Issues notices of violations or non-compliance.
- Inspects storage of explosives, flammable materials, and other hazardous materials.
- Investigates complaints of fire safety hazards which are reported.
- Conducts re-inspections as directed.
- Participates in promoting fire prevention and safety education throughout the County.
- Responds to fires and other emergency conditions, to include on-the-scene fighting of fire.
- 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.
- Works productively with all personnel throughout the chain of command.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of fire safety laws, rules, and regulations, including the Florida Fire Prevention Code. fire prevention code.
- Knowledge of 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.
- Ability to read plans and/or blueprints to ensure fire safety compliance in new structures.
- 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.

## **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:**

Graduation from high school or possession of an acceptable equivalency diploma. Associates in Arts or Fire Science Degree preferred.

### **2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess and maintain a valid Florida Driver License. Current State of Florida Firefighter II and Fire Officer 1 required. Current State of Florida Fire Safety Inspector I. A minimum of five years' experience as an inspector or firefighter. Current State of Florida or National Registry EMT. 16-Hour Emergency Vehicle Operation (CEVO or EVOC), current CPR/AED for Health Care Provider (BLS). Current State of Florida Fire Investigator I preferred.

### **3. OTHER JOB-RELATED REQUIREMENTS:**

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