

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: 10/26/2018 **Department:** Fire Rescue (3217)
Title/(Status)/Job Code: Deputy Chief, Fire Operations **Reports To:** Deputy Chief
(1104)
Pay Grade/Salary Range: PG – 119 \$66,391.12 - \$102,906.23 **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 Operations, EMS Operations, or Administration. Also, directs, develops and administers various fire and/or EMS service programs.

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, as implemented through Battalion and Volunteer Chiefs.
- Assists in development of department-wide hiring, budgeting, purchasing, and grant programs.
- Works daily with the EMS Deputy Chief to ensure continuity of operations.
- Coordinates overall County fire and/or EMS protection to include technical advice and assistance relating to fire prevention, combat of fire, hazardous materials, specialized rescue and training, and/or EMS response.
- Coordinates participation with fire safety inspections and building plan review as needed.
- Coordinates and conducts fire cause and origin investigations as needed.
- Responds to fires and other emergency conditions to include on-the-scene fighting of fire.
- Provides command, control, oversight and technical assistance to support paid staff and volunteer fire departments, 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.
- Works productively with all personnel throughout 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, mitigation, and EMS response.
- 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, including budget management.
- Ability to be self-directed and capable of independent decision making.
- 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:

Graduation from an accredited college with a minimum of an Associates in Arts, or Associates in Fire Science, a Bachelor's Degree is preferred. Ten (10) years of experience in fire prevention, fire operations, and fire training. Five (5) years progressive experience in a supervisory or managerial capacity. 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:**

Must possess and maintain a valid Florida Driver's license, Florida Certificate of Compliance, Fire Officer 2, Fire Service Instructor I, II, or III. State of Florida or National Registry EMT or 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.