

**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>	9/18/2018	<b>Department:</b>	Public Safety (7982)
<b>Title/(Status)/Job Code:</b>	Firefighter/EMT (0163)	<b>Reports To:</b>	Fire Services Supervisor
<b>Pay Grade/Salary Range:</b>	PG – 203 \$13.26/hr - \$19.23/hr	<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 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.

- Responds to fire/ rescue alarms with a fire company and performs fire/ rescue duties as assigned or assumed.
- Rescues and removes persons from danger.
- Operates various pieces of fire apparatus and equipment to extinguish fires.
- Ventilates burning buildings to eject smoke, heat, and gases.
- Performs salvage and overhaul operations at fire scenes.
- Performs cleaning and maintenance tasks on department buildings and equipment.
- Performs fire hydrant maintenance.
- Performs annual testing and inspection of fire hose.
- Attends training in subjects pertinent to firefighting, fire inspections, equipment operation, emergency medical treatment, and other related areas.
- Promotes and conducts public education programs as directed.
- Makes periodic visits to buildings to conduct pre-fire planning.
- Provides Basic Life Support care (in compliance with Chapter 401, Florida Statutes and Chapter 10D-66, Florida Administrative Code) according to the established County EMS Procedures Manual and applicable protocols and standing orders, to person in need of medical attention.
- Administers pre-hospital emergency rescue and medical services allowed within the scope of training.
- Assists the EMT and/or Paramedic.
- Handles emergency and non-emergency patient transfers as assigned, including both in-county and out-of-county.

- Completes necessary written reports, including fire, patient reports, patient bills, and daily team and unit reports in a timely, accurate fashion.
- Cleans and maintains apparatus and equipment on a daily basis, including maintaining required inventory of ambulance supplies, medical and life support equipment, fire and rescue equipment. Keeps assigned station clean.
- 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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and skill in the use of firefighting techniques, policies, procedures, and practices.
- Knowledge and skill in the use of emergency medical treatment practices.
- Ability to gain knowledge of street locations, geography, and types of building construction in their assigned district.
- Ability to know the various types of fire hazards within their assigned district.
- Ability to continually learn and update techniques and procedures in firefighting and emergency medical care.
- Ability to understand and carry out oral and written instructions.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to drive and operate fire service vehicles and emergency apparatus on and off-road safely under emergency conditions.
- Skill in the use and maintenance of firefighting and emergency medical equipment.
- Knowledge of Cardiopulmonary Resuscitation, and the use of other Basic Life Support life sustaining practices and equipment.
- Knowledge of safety and comfort measures and methods in the handling and treatment of patients.
- Ability to become familiar with the roadway/highway systems within Highlands County.
- Knowledge of Florida safety requirements and privileges when responding to non-emergency and emergency situations.
- Knowledge of Florida traffic and driving regulations.
- 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.

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

Must possess and maintain a valid Florida Driver License. Certificate of compliance required. Current State of Florida or National Registry EMT within one (1) year of hire date as a condition of employment, 16 Hour Emergency Vehicle, Fire Apparatus Operation (CEVO or EVOC), and 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. This does NOT preclude them from being administrative chiefs or administrative members of any Highlands County VFD.