



JOB POSTING / TITLE Assistant Fire Chief - Paramedic

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION JOB POSTING: Opens 1/24/20 and Closes 2/10/20 at 5:00pm

WORK OBJECTIVE

This is a highly responsible administrative position involving assistance in the management of all personnel and programs related to Fire and EMS Operations, Training, Quality Assurance, Compliance requirements, or any other activities associated with the fire department.

Under the direction of the Fire Chief and Deputy Fire Chief, the Assistant Chief is responsible for performing a variety of highly technical and responsible activities that require a great deal of independent judgment and initiative. Position involves complicated work assignments at a staff level.

ESSENTIAL FUNCTIONS

The list of essential functions is intended to be representative of the work performed. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such duties are a logical assignment to the position.

Responsibilities may also include responding to incidents, taking emergency action, administering medical treatment, or supervising fire and rescue crews in a command and control role.

Plans, develops, schedules, coordinates, and implements the full range of training programs for the Fire Department; prepares lesson plans and training manuals; teaches classes in classrooms and at training grounds develop the knowledge and performance of fire personnel.

Assists the Fire Chief and Deputy Fire Chief in the preparation of administrative and operational goals; documents departmental activities; prepares written reports; researches projects and programs; studies legal documents and contracts; types correspondence and policy statements, may assist with the determination for discipline and recommend appropriate actions.

Develops, maintains, and monitors the Fire Department EMS continuing education, skills testing, and recertification to ensure compliance with applicable Federal, State, and local rules/regulations and laws related to Firefighter Safety and Training.

Attends various local, county, state, and other meetings as a representative of the Fire Department.

Interacts with Battalion Chiefs and Lieutenants to identify and address specific training needs for all personnel.

Plans, directs, and coordinates training, projects, certification processes, re-certification processes, QA and compliance programs for fire and EMS as required by statute.

Works with the county Medical Director to assure quality care is provided to all patients in accordance with Orange County EMS System Medical Treatment Protocols; ensures review of medical incident reports is performed for quality assurance and accuracy.

Assists in development and delivery of promotional training, testing and regular fire/EMS training.

Reviews incident reports and coordinates FFIRS/NFIRS reporting system.

Reviews, revises, and monitors the controlled substances accountability system as necessary and required by the Medical Program Director and applicable State and Federal laws

Organizes, conducts and manages department recruitment, as well as the department's new hire orientation training.

Identifies grant funding opportunities; assists with the development of grant applications; executes and complies with successful grant funding requirements.

Performs other duties as necessary to support the mission of the department.

MINIMUM QUALIFICATIONS

Must have graduated from an accredited two (2) year college or university (if hired or promoted after 7/1/11); four (4) year degree preferred, with major coursework in Fire Science, Public Administration, Emergency Medical Services, or Emergency Management. Must have at least eight (8) years of progressively responsible fire service experience at least four (4) years of which have been at the rank of Battalion Chief or above.

Must hold a current State of Florida Firefighter I and Firefighter II Certificate of Compliance.

Certification as a Florida State Fire Officer Certification Level I.

Certified as a Florida State Paramedic.

Florida Fire Instructor I Certification.

Must have a thorough understanding of the National Incident Management System (NIMS) & Incident Command System (ICS).

Must successfully complete all pre-hire testing requirements including but not limited to; polygraph testing, psychological testing, drug testing, and a fire department medical physical.

Must be tobacco free for at least one year prior to initial employment.

Must possess a valid, current Florida driver's license.

All certifications required must be maintained as a condition of this position.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the methodology of administration, supervision, leadership, and training.

Knowledge of fire service management and labor principles and practices.

Knowledge of Fire Department administration and budgeting.

Certified Health and Safety Officer via the Fire Department Officers Association or equivalent preferred.

Ability to prepare and present oral and written material relating to activities of the department.

Ability to plan and implement long term programs in training and fire/EMS operations.

Fire/EMS emergency scene operations to include strategy and tactics, and overall hazard mitigation.

Knowledge of computerized records management systems, Fire/EMS computer applications, ePCR, CAD, and Fire/EMS reporting procedures.

Ability to evaluate data and report findings.

Microsoft Office Suite (Word, Excel, Outlook, PowerPoint.)

SENSORY REQUIREMENTS

Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires taste perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

PHYSICAL REQUIREMENTS

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (100+ pounds).

Must meet the requirements as set forth in NFPA 1582 pertaining to medical physicals.

ENVIRONMENTAL REQUIREMENTS

Exposure to fire; dirt; mud; weather extremes; bodily fluids of injured persons; and toxins.

Hazards: Moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold or heat (indoors and outside); extreme humidity (indoors); electrical shock; and rappelling. Risk of serious injury requires the use of protective clothing and strict observance of safety precautions and procedures.

The City of Winter Garden is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

POSITION REQUIREMENTS See job description.

FULL-TIME/PART-TIME Full-Time

POSITION Assistant Fire Chief - Paramedic

CLOSE DATE 2/10/2020

LOCATION City of Winter Garden - Human Resources

300 West Plant Street, Winter Garden, Florida 34787

SALARY RANGE \$67,099 - \$109,240 DOQ

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS @ www.cwgdn.com