

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:	9/23/2019	Department:	Fire Rescue (3217)
Title/(Status)/Job Code:	Logistics Technician (1131)	Reports To:	Lieutenant
Pay Grade/Salary Range:	PG- 203 \$27,582.15 - \$39,994.12	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 professional position responsible for the maintenance and distribution of fire and EMS supplies and equipment. The incumbent in this position may be required to coordinate supply management of controlled dangerous substances for advanced life support paramedics, and must be familiar with fire service logistics, supply, and equipment. The employee should be certified to respond in an emergency OR support role as needed and shall maintain all necessary certifications and licenses.

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.

- Maintains inventory and supply of both routine and critical supplies.
- Conducts all aspects of supply-chain-management, to ensure continuity of service and supply.
- Operates various pieces of fire apparatus and equipment as needed.
- Performs cleaning and maintenance tasks on department buildings and equipment.
- Responds to fire/rescue/EMS alarms as necessary.
- Rescues and removes persons from danger.
- Attends training in subjects pertinent to fire/rescue/EMS activities.
- Promotes and conducts public education programs as directed.
- Provides Basic and Advanced Life Support care (in compliance with Chapter 401 Florida Statutes, and Chapter 10D-66, F.A.C.) according to the established County E.M.S. Procedures Manual and applicable Protocols and Standing Orders, to persons in need of medical attention.
- Administer pre-hospital emergency rescue and medical services, and advanced life support. Under supervision of a licensed physician, protocol and standing orders, performs the following: defibrillate a pulseless, non-breathing patient; administers intravenous electrolyte or glucose solutions; performs gastric suction by intubation; endotracheal intubation; esophageal intubation; administers parenteral injections as allowed by emergency medical services rules and/or as deemed necessary by the ALS Medical Director.
- Occasionally fills in as a FF/EMT on a Medical unit or fire apparatus as directed by the chain of command.
- Serves as an ambulance driver as needed.
- Handles emergency and non-emergency patient transfers as assigned, including both in-county and out-of-county.

- Completes necessary written reports, including inventory reports, patient bills, and daily team and unit reports, in a timely, accurate fashion.
- Cleans and maintains equipment on a daily basis, including maintaining required inventory of supplies and equipment.
- Keeps assigned station/location 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.
- Works productively with all personnel throughout the chain of command.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work generally unsupervised in support of the Department mission.
- Knowledge of equipment and supply needs for firefighting and paramedic services.
- Ability to become familiar with the roadway/highway systems with 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 (paid and volunteer), managers, supervisors, directors, elected, officials, vendors, and the general public.
- Knowledge of Cardio-Pulmonary Resuscitation, Advanced Cardiac Life Support, and the use of other life-sustaining equipment and practices.
- Knowledge of safety and comfort measures and methods in the handling and treatment of patients
- Knowledge and skill in defensive driving methods.
- Ability to communicate effectively both orally and in writing.
- Ability to make sound judgements.
- Ability to work as part of a team.
- Ability to adhere to physician instructions, protocols and standing orders.
- Ability and skill to perform minor maintenance repairs on an ambulance and to general service related equipment.
- Must have legible handwriting.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.
- Ability to provide and support rehab services on an emergency incident scene.

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 surrounding and activities; ability to lift and carry up to 50 lbs., must meet physical and medical requirements for the firefighter and hazardous material per N.F.P.A. Standards.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Graduate from high school or possession of an acceptable equivalent diploma.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver's License. Florida Fire Fighter II Certificate of Compliance required. Current State of Florida or National Registry EMT, 16 Hour Emergency Vehicle, Fire Apparatus Operation (EVOC or CEVO), and current CPR/AED for Health Care Provider. (BLS) or must maintain all ALS paramedic requirements if as an ALS employee.

OTHER JOB-RELATED REQUIREMENTS:

Disaster Essential. Paid FIREFIGHTERS in Highlands County will not be able to operate as volunteer FIREFIGHTER in Highlands County. This does NOT preclude them from being administrative chiefs or administrative members of any Highland County VFD. ACJIS is required as part of the background check process.