

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:	10/16/2019	Department:	Fire Rescue (3217)
Title/(Status)/Job Code:	Lieutenant, Firefighter/EMT 56hr (1113) PG- 109 \$16.23 - \$25.15 (\$48,527.70 - \$75,198.50)	Reports To:	Battalion Chief
Pay Grade/Salary Range:	<i>*Annual Salary Range Includes Expected Scheduled Overtime*</i>	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:

Directs and supervises crew and activities and personnel (paid and volunteer) in all operational manners. Duties include assistance with training, enforcing rules and regulations, discipline and evaluation of fire department personnel, the provision of emergency medical service, maintenance of equipment and facilities, and knowledge, skills, and abilities in all firefighting/rescue, advance life support, and administrative areas. The incumbent has complete responsibility over all activities of shift-station personnel while on an assigned shift and at fire and EMS incidents until relieved by a senior ranking officer. Work is performed under the general supervision of a Battalion Chief.

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 all calls and alarms, either fire or emergency medical calls; evaluate and remedy situations and administer medical treatment.
- Maintain Florida and/or National EMT certification and follows all recertification requirements/protocols to remain continuously certified and provide basic life support medical treatment.
- Maintain records, logs and statistics that pertain to fire and rescue responses along with company fire inspections, training activities and the maintenance of facilities and equipment.
- Provide instruction and training; evaluate and counsel subordinates; determine need for discipline and recommend appropriate actions; maintain and verify time sheets.
- Determine the method of initial fire attack; supervise crew operations to extinguish and/or contain fires.
- Conducts cause and origin and cause fire investigations, in coordination with the incident commander.
- Assume command or tactical command at fire and emergency scenes until relieved by a senior ranking officer; completes incident reports.
- Participates in promoting fire and EMS prevention/education and other safety education efforts throughout the County.
- Responds to fires and other emergency conditions, to include on-the-scene fighting of fire.
- Assign specific tasks for the Firefighters/EMT's and crews to complete; maintain radio contact with other units at all times.

- Provide on scene crews and/or incident management to volunteer and County Firefighter/EMT's/Paramedics, and others as required through implementation of the Incident Command System.
- Participates in the use and maintenance of firefighting and emergency medical equipment.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Participates in and delivers drills, classes and schools, in firefighting, emergency medical treatment, supervisory practices another fire services related areas.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other tasks as directed.
- Works through the chain of command for all emergency operations and conduction of shift duties, except as specifically allowed by policy or a superior officer.
- Prepares and is responsible for preparing reports of activities within a shift assignment to the Battalion Chief.
- Works productively with all personnel throughout the chain of command.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of crew management techniques and leadership qualities.
- Knowledge of the Florida Fire Prevention Code, general fire prevention code, the principles and practices of firefighting fire safety and inspection techniques.
- Knowledge of laws, rules, and regulations related to the storage and handling of hazardous materials.
- Knowledge of all basic station management and support, training, and operational functions, to include all administrative functions of station management.
- Ability to recognize and define 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 (paid and volunteer), managers, supervisors, directors, elected officials, vendors and the general public.
- 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:

EDUCATION AND EXPERIENCE:

A minimum of 5 years' experience in firefighting and EMS skills. High school Diploma or GED required. Associates Degree in Arts or Fire Science preferred.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Current State of Florida Drivers' license. Current State of Florida Firefighter II. Current State of Florida or National Registry EMT required. Fire Officer I required. 16-hour Emergency Vehicle Operation (EVOC or CEVO), and Current CPR/AED for Health Care Provider (BLS).

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. A CJIS is required as part of the background check process.

WORKING HOURS:

24/48 Shift rotation – a 56-hour FLSA exempt work week average.