

## **The Polk County Board of County Commissioners**

Polk County is strategically located in the center of the Florida peninsula just 25 miles east of Tampa and 35 miles southwest of Orlando. As the geographic center of Florida, it is estimated that more than 7.5 million people reside within a 100 mile radius of Polk County, making it one of the largest concentrations of population in the southeast. In 2007, Polk received the National Civic League's honored designation as an "All America County," recognizing our cooperative and strategic approach to community problem solving. Our progressive communities, ideal location, and rapid growth make Polk an exciting place to live and work.

**DEPUTY CHIEF  
(Fire Rescue)  
- Bartow, Florida -**

### ***MAJOR FUNCTION***

This is very responsible administrative work involving the direction of activities of a principal division of the Fire Department.

Work involves responsibility for planning, organizing and directing the activities of uniformed and civilian employees of the Fire Rescue Division as manager of the Operations, Rescue, Safety and Training, Prevention, or Support Services Bureau. Work of this class requires comprehensive knowledge and the application of modern firefighting and emergency medical / rescue techniques, methods, and practices, and a thorough knowledge of current local, state and federal laws. Work involves considerable responsibility for making decisions regarding actions to be taken, and for independent judgment in the interpretation of rules and regulations, as well as in the application of laws and ordinances. The work requires familiarity with the organization and functions of the Fire Rescue Division and a thorough knowledge of regulations, policies and procedures affecting Division personnel. The work also includes responsibility for the selection, placement, promotion, training and development, safety and discipline of assigned personnel. An employee of this class may be required, on occasion, to respond and assume command of a major fire/rescue emergency. Although work is subject to review and inspection by the Assistant Fire Chief, an employee in this class works with relative independence in day-to-day activities, requiring the exercise of considerable judgment and initiative. Work is reviewed through the analysis of reports, conferences, and the evaluation of results achieved.

### ***ILLUSTRATIVE DUTIES***

- Plans, organizes, and directs the activities of firefighters, EMTs, paramedics, officers, and civilian employees working in an assigned area.
- Directs, coordinates, and manages all the activities of sworn and civilian personnel of the assigned bureau.

- Supervises, reviews and coordinates staffing plans, makes recommendations regarding organization, Department policies and procedures to obtain the most effective results.
- Prepares annual budget estimates for the assigned bureau.
- May respond and assume command of a major fire/rescue emergency.
- Is responsible for the selection, placement, promotion, training, development, safety, appraisal and discipline of assigned personnel.
- May be responsible for planning, organizing, and participation in collective bargaining negotiations, grievances and arbitration hearings in conjunction with the County's Human Resources Division; researches and maintains up-to-date knowledge of labor legislation, case law, arbitration decisions, and other areas that may impact department policies, practices and personnel.
- Attends and participates in conferences and meetings; appears before community, civic, educational and professional groups to provide better understanding of the Fire Rescue Division's activities; receives input from those present and explains and promotes diverse subjects including fire prevention, EMS, rescue, life safety and community relations.
- Develops, plans, organizes, directs and evaluates training programs; plans, organizes, supervises and reviews the work of staff engaged in the training and development of Fire Rescue Division personnel.
- Provides direction to the maintenance of all fire and/or ambulance stations, grounds, fire rescue equipment, materials, and supplies; conducts periodic inspections of fire and/or ambulance stations and assigned employees.
- Determines specifications for the purchase of firefighting / rescue vehicles, apparatus, and equipment; reviews all bids for building maintenance contracts.
- Prepares and implements division policies, procedures and work performance and safety standards.
- Prepares reports and maintains records.
- If assigned as the Rescue Chief, Oversees the Office of the Medical Direction and supervises assigned staff.
- Works closely with the Medical Director in establishing emergency medical standing orders and protocols.
- Oversees the quality assurance processes, and attends related meetings on a regular basis.
- Acts in the capacity of the Assistant Fire Chief as necessary. Performs other related duties as required.

#### ***KNOWLEDGE, ABILITIES AND SKILLS***

- Thorough knowledge of the practices of each of the bureaus of the Fire Rescue Division.
- Thorough knowledge of the principles, practices, and techniques of fire suppression and prevention.
- Thorough knowledge of the principles and practices of emergency rescue and life support operations.
- Thorough knowledge of the laws, ordinances, and codes at the federal, state, and county level relating to fire safety and prevention.
- Thorough knowledge of Fire Rescue Division policies, rules, and regulations.
- Considerable knowledge of training principles, practices, and techniques as they relate to departmental activities.
- Thorough knowledge of the geography of the county.
- Ability to react quickly and calmly in emergencies and to direct the work of fire employees in

- emergency situations.
- Ability to establish and maintain effective working relationships with employees and the public as necessitated by the work.
  - Ability to communicate clearly and concisely, orally, and in writing.

**MINIMUM QUALIFICATIONS:**

Graduate of an accredited college or university with an Associate's degree in Fire Science, Emergency Medical Service, Management or other related field.

Must possess a valid Certificate of Compliance, as outlined in the Florida Division of State Fire Marshal Uniform Fire Safety Rules and Standards Chapter 4A-37, or a verification letter indicating that the individual meets the above requirements, and will be issued a Certificate of Compliance from the Florida Division of State Fire Marshal, Bureau of Fire Standards and Training Office.

Employees hired after June 1st, 2003 must possess and maintain a valid State of Florida Emergency Medical Technician License or State of Florida Paramedic License and:

A. Is at least 18 years of age

B. Must have a minimum of six (6) years of paid firefighting experience in an organized career fire department with at least three (3) years at or above the rank of lieutenant and have considerable, progressive experience in firefighting, hazardous materials, rescue, management, and emergency management.

C. Meet the following driving history requirements:

- a. Have not accrued 12 points within 36 months or 18 points within 48 months.
- b. Have not been convicted on alcohol/drug related offenses within 36 months.
- c. Have not been convicted of two (2) alcohol/drug related offenses within 10 years
- d. Have not had a suspension, revocation, or restriction due to moving violations or alcohol/ drug related problem, including failure to take a breath test within the 36 months prior.
- e. Must provide proof of insurance when required to use their personal vehicle as part of their daily job duties.

D. Possess a valid American Heart Association CPR "BLS for Health Care Providers" card or the American Red Cross Professional CPR card.

E. Possess a valid Emergency Vehicle Operator Course Certification card or a recognized 16 hour course that is equivalent.

F. Possess a valid State of Florida Pump Operator Certification.

G. Possess a Polk County Fire Rescue 16 hour Aerial Apparatus Operations certificate OR State of Florida

FSFC 703 Aerial Operations certification within one year of employment.

H. Must have a valid driver's license and be able to secure a valid Florida driver's license at the time of employment.

I. Must possess a valid International Trauma Life Support (ITLS) or Pre-hospital Trauma Life Support (PHTLS) provider or instructor certification within one year of employment.

J. Possess the following National Incident Management System (NIMS) certifications:

- a. ICS-100: Introduction to the Incident Command System
- b. ICS-200: ICS for Single Resources and Initial Action Incidents
- c. IS-700: National Incident Management System, An Introduction
- d. IS-800: National Response Framework, an Introduction

No comparable amount of training or experience may be substituted for the above minimum qualifications or for the certificates and licensures unless such an accepted equivalent is approved by the Division of the State Fire Marshal of the Florida Department of Insurance and the Polk County Fire Rescue Division.

#### **SPECIAL REQUIREMENTS**

Must obtain and maintain Federal Bureau of Investigations (FBI) Criminal Justice Information Services (CJIS) Security Awareness certification through the Florida Department of Law Enforcement (FDLE) Employees hired into this position after January 1, 2013 must obtain and maintain this certification as a condition of employment.

Applicant/employee shall be fingerprinted and subject to personal background investigation procedures to ascertain an evaluation and determination of moral character according to Chapter 69A - 37 Firefighter's Standards and Training.

Must have telephone while employed with the Fire Rescue Division as employee is subject to call in emergencies.

Employees assigned as the Fire Marshal must possess a valid Municipal Fire Safety Inspector Certificate of Compliance issued by the Division of State Fire Marshal's Office at time of appointment or within one year of appointment at the discretion of the Fire Chief.

Employees assigned as the Rescue Chief must possess a State of Florida Certification as Paramedic outlined under 401.27F.S, and must hold a current ACLS certification. Applicant must have a minimum of 3 years' experience in management of Emergency Medical Service, preferably at a command staff level.

#### **SPECIAL PREFERENCES**

Considerable progressive experience in fire suppression, hazardous materials and rescue work, with progressive supervisory experience preferable, including some experience at the command level.

Graduation from an accredited four-year college or university with major course work in public administration, business administration, fire administration or related courses.

Candidates who have served at the rank of Lieutenant or higher for one (1) year with Polk County Fire Rescue.

**For information regarding this opportunity and to complete a Polk County Application for Employment, visit the Polk County BoCC website and refer to Job Code 796889.**

[www.polk-county.net](http://www.polk-county.net)

AN EQUAL OPPORTUNITY EMPLOYER M/F/D/VP