



Baker County Board of Commissioners

Assistant Fire Rescue Chief

Salary \$45,000 - \$55,000

JOB OVERVIEW

Baker County, Florida seeks a hands-on Assistant Fire/Rescue Chief responsible for the supervisory, technical, and administrative work in planning and directing the operations of the Baker County Fire Rescue Department, with an emphasis on Training. Currently, the Fire Division consist of approximately 30 volunteers and 8 paid fire-fighters. The Rescue Division has 20 FT staff and 20 on-call. The Assistant Fire/Rescue Chief will perform all the duties of the Fire/Rescue Chief in his/her absence.

ABOUT BAKER COUNTY

Baker County is one of Florida's First Coast counties located in Northeast Florida, 30-45 minutes west of Jacksonville and the Atlantic Ocean. The County borders the state of Georgia to the North and is 140 miles from the State capital in Tallahassee.

Baker County is a small rural county with a population of 29,000 with one incorporated city: Macclenny (population 5,000); and one incorporated Town: Glen St. Mary (population 500). Most of the County's land mass falls in the unincorporated area and Glen St. Mary and is served by the Baker County Fire Rescue Department. The EMS services are provided by Baker County Fire Rescue for the entire county. Primarily a rural county with numerous dirt roads, Baker County has seven fire stations, one Fire Rescue Station and one main Rescue/HQ station, with a new Central County Fire Rescue Station under construction. Baker County is projected to grow rapidly due to its prime location and the availability of five interchanges on Interstate 10, which crosses the county from east to west.

The Baker County Board of County Commissioners operates under a Commission -County Manager form of government and provides a full range of government services including but not limited to: Administration, Fire Rescue Services, Animal Control, Public Works, Community Development, Library, Veterans Services, Extension Services, Information Services, Maintenance, Parks & Recreation, and Human Resources.

MINIMUM QUALIFICATIONS

- An Associate's degree from an accredited college in fire science, emergency medical services, or a directly related field or within one year of hire
- A minimum of 5 years of progressively responsible experience in Fire and Rescue Services and at least two years as a manager overseeing the efforts of at least 4 employees.
- Certifications:
 1. Current Fire Officer I (NFPA-1021) dated before November 18, 2013 or State of Florida Fire Officer II dated on or after November 18, 2013 or within one year of hire.
 2. Current State of Florida Firefighter Certificate of Compliance.
 3. Current State of Florida EMT or Paramedic certificate with attending privileges.

4. Current designation as a Basic Life Support provider and Advanced Cardiac Life Support provider(if Paramedic).
5. Completion of a minimum certified 16-hour emergency driving course.
6. A valid State of Florida driver's license free from moving violation citations for a period of not less than six months preceding employment; and within the past three years. Applicant must have had no convictions for reckless driving or driving under the influence of alcohol or controlled substances and must not have had a driver's license suspended pursuant to Florida law.
7. Successful applicants must meet all requirements for Drivers as listed in Florida Statutes 401.281.
8. Life Safety (Fire) Inspector or Investigator Training and Certification (**Preferred, but not required**)
9. Completion of a course in Pre-Hospital Trauma Life Support or Basic Trauma Life Support. (**Preferred, but not required**)

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional, and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

JOB RELATED COMPETENCIES

Considerable knowledge of laws, rules and regulations relating to operations of community emergency agencies.

The individual must be or become familiar with Florida Administrative Code 64J-1.001 regarding Emergency Medical Services.

Considerable knowledge of current emergency medical and fire services principles and practices.

Considerable knowledge of emergency scene management and basic fire ground activities.

Considerable knowledge of modern principles and practices of administration and organization including general budgeting, accounting, and personnel techniques and management principles and practices.

Ability to supervise and organize the work of staff, develop capable staff, enforce disciplinary procedures, coach and counsel staff, and effectively appraise employees' work performance.

Ability to communicate effectively, both orally and in writing, including public speaking and preparing written reports and memoranda.

Ability to develop efficient policies and procedures.

Ability to develop and maintain good working relationships with assisting agencies, civic groups, fire and medical professionals, and the general public.

Ability to analyze and evaluate program activities and procedures.

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Plans, organizes, directs, and reviews the activities of Fire Rescue Department engaged in preventing and extinguishing fires and provided advanced life support;
- Handles hazardous situations/ materials; saving lives and property;
- Educating the public in fire and life safety.
- Provides strategic command during major emergency incidents;
- Manages personnel, facilities, apparatus, and equipment at headquarters and outlying facilities;
- Formulates and enforces departmental rules and regulations, procedures, and policies;
- Coordinates comprehensive training program related to department/safety needs;
- Oversees fire suppression function aimed at extinguishing fires, performing rescues, and controlling hazardous situations/materials, advanced life support and Rescue transport
- Administers public education program related to fire prevention;
- Participates with other cities and the State in the planning and organizing of mutual aid programs/activities related to fire and arson control;
- Assists in the preparation and administration of the departmental budget;
- Recommends purchase of equipment and supplies; supervises, trains, evaluates, and disciplines personnel;
- Provides Fire Rescue Department related information to the news media;
- Represents Fire Rescue Department at public functions.
- Performs other related duties as required.
- Reports to the Fire Rescue Chief

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk or hear; use hands to finger, handle or feel, and reach with hands and arms. The employee is frequently required to stand; walk, and taste or smell. The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions, and risk of electrical shock. The employee is occasionally exposed to wet, humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme heat (non-weather); work with explosives; risk of radiation, and vibration.

The noise level in the work environment is usually loud.

MUST BE A RESIDENT OF BAKER COUNTY OR WITHIN 6 MONTHS OF HIRING

Baker County Fire Rescue is a Tobacco Free Workplace, candidate must sign an affidavit that they are tobacco free and will remain so while employed for Baker County Fire Rescue.