

**COUNTY COMMISSIONERS  
LEVY COUNTY, FLORIDA**



GOVERNMENT  
SERVING  
CITIZENS

John Meeks  
District 1

Rock Meeks  
District 2

Mike Joyner  
District 3

Lilly Rooks  
District 4

Matt Brooks  
District 5

7/31/2017

POSITION VACANCY: **DIVISION CHIEF - TRAINING  
PUBLIC SAFETY**

SALARY: \$55,000.00 annual salary  
Full Time Position  
JOB DESCRIPTION: Attached  
APPLICATION CLOSING DATE: . OPEN UNTIL FILLED

Any persons that feel they are qualified for this position may apply by completing a Levy County Commission job application and submitting it to Jacqueline Martin, Human Resource Manager at the County Commissioners Office.

ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED FOR INTERVIEWS.

By: *Karen Blackburn*  
Karen Blackburn, Human Resource Assistant

Dates Posted: 7/31/2017 - OPEN UNTIL FILLED

**AN AFFIRMATIVE ACTION – DRUG FREE – EQUAL OPPORTUNITY EMPLOYER  
WE HONOR VETERANS’ PREFERENCE**

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LEVY COUNTY BOARD OF COUNTY COMMISSION



JOB DESCRIPTION

POSITION:	DIVISION CHIEF - TRAINING
POSITION #:	1191
AREA(S):	PUBLIC SAFETY

DISTINGUISHING CHARACTERISTICS OF WORK OR NATURE OF WORK

This is administrative and technical work conducting Fire/Rescue/EMS training and safety activities; and recruitment and retention programs in the Levy County Department of Public Safety.

An employee assigned to this position is responsible for the development and implementation of comprehensive Fire/Rescue/EMS training and recruitment and retention programs. These programs include remedial, continuing, and career advancement training and testing.

In the absence of the Director the individual assigned to this position assumes the responsibility of managing field operations of the department in accordance with the department succession plan.

EXAMPLES OF WORK PERFORMED OR ESSENTIAL JOB FUNCTIONS

The following describe the principal functions of this position and scope of responsibility, but should not be considered an all-inclusive listing of work functions. Individuals may perform other duties as assigned, including working in other functional areas; operations; logistics; planning; finance.

Health & Safety Program

The Health & Safety Officer (HSO) shall administer and manage the fire department occupational safety and health program, while ensuring compliance with FAC 69A-62.

- Ensures accident prevention
- Performs accident investigations
- Provides Critical Incident Stress Management (CISM)
- Performs post incident analysis
- Acts as Chairman of the Health and Safety Committee
- Conducts quarterly meetings
- Identifies and recommends corrections of violations of health and safety standards, including causing immediate correction of situations that create an imminent hazard to members

POSITION:	DIVISION CHIEF - TRAINING
POSITION #:	1191
AREA(S):	PUBLIC SAFETY

- Investigates all occupational injuries, illness, exposures, and fatalities or other potentially hazardous conditions involving department vehicles, equipment or facilities
- Develops policies and guidelines as related to health and safety
- Supports appropriate wellness programs
- Schedules and oversees the implementation of annual NFPA compliant medical examinations

### Training Program

Formulates teaching lesson plans and outlines and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.

- Ensures compliance with ISO (Insurance Services Organization) training requirements.
- Selects and develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.
- Conducts training sessions covering specified areas relating to Fire/Rescue/EMS operations.
- Develops and administers classification specific hiring and promotional processes.
- Accesses trainees to measure progress and evaluate effectiveness of training.
- Reports on progress of trainees under guidance during training periods.
- Responds to fires and/or emergency scenes as required and performs to the level of certification.
- Assists in the development and review of medical quality assurance programs.
- Prepares uniform field performance standards in cooperation with Medical Director.
- Maintains accurate and updated training files.
- Designs single and multi-company drills.
- Observes practice drills, reviews training reports from stations, and prepares related reports as required.
- Prepares monthly reports on activities of training programs.
- Develops and coordinates professional continuing education activities such as recertification programs.
- Ensures all members have up-to-date certifications and CEUs.
- Ensures HIPAA compliance.

POSITION:	DIVISION CHIEF - TRAINING
POSITION #:	1191
AREA(S):	PUBLIC SAFETY

Recruitment and Retention Program

- Provides pertinent information to promote the emergency responder recruitment program; responds to inquiries both verbally and in writing.
- Assists various stations concerning training and recruitment and retention of emergency responders, and other issues.
- Provides routine reports to supervisors on the status, capabilities, and needs of the recruitment program.
- Develops relationships with local schools, businesses, industries, and other outside agencies to facilitate recruitment and retention efforts.
- Schedules recruiting meetings, presentations, speaking engagements, and public workshops to reach potential emergency responders and to share the fire and life safety messages of the service.
- Maintains files, records, and documentation instruments for various training and recruitment activities.
- Develops and/or coordinates orientation programs for new members of the department.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

KNOWLEDGE, SKILLS, & ABILITIES

- Extensive knowledge of current principles and practices of Fire/Rescue/EMS operations.
- Thorough knowledge of the laws, rules, and regulations relating to the delivery of emergency services.
- Thorough knowledge of modern principles and practices of educational instruction and training.
- Thorough knowledge of ISO training requirements.
- Thorough knowledge of building construction and the hazards associated during fire operations.
- Thorough knowledge of the Incident Command System (ICS).
- Considerable working knowledge of OSHA safety regulations, rules, and laws.
- Ability to update and maintain reports.
- Ability to analyze situations quickly and accurately in order to determine the proper course of action.
- Ability to communicate effectively both orally and in writing.
- Thorough knowledge of modern firefighting principles, practices and procedures.
- Thorough knowledge and understanding of departmental Standard Operating Procedures (SOPs).
- Knowledge of modern principles and practices of management and personnel.

POSITION:	DIVISION CHIEF - TRAINING
POSITION #:	1191
AREA(S):	PUBLIC SAFETY

- Skill in effectively supervising and coordinating the activities of subordinate supervisors and employees.
- Ability to analyze emergency situations quickly and accurately, establish command and operational priorities, and respond with an appropriate, effective course of action.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials, other agencies, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

### MINIMUM QUALIFICATIONS

Associate's Degree in public safety administration, fire science technology, emergency medical technology, or a related field preferred. Five years as a certified Firefighter II and Paramedic, two of which must have been at an Officer level; or any equivalent combination of directly related training and experience preferred. Successful completion of criminal history background check is required prior to employment. Upon submission of application, proof of the following must be provided:

- High School Diploma or equivalent
- A valid State of Florida driver's license free from convictions of reckless or careless driving or driving under the influence of alcohol or controlled substances for a period of not less than three (3) years preceding employment.
- Current State of Florida Paramedic certificate
- Current State of Florida Firefighter II Certificate of Compliance
- Current Fire Officer I, and II must be obtained with the first twelve (12) months
- Florida Fire Instructor I Certification
- Florida Fire Instructor II Certification preferred
- Florida Live Fire Trainer Instructor preferred
- Certification as a Basic Cardiac Life Support (BCLS) Provider
- BCLS Instructor Certification must be obtained within the first three (3) months of employment
- Current designation as an Advanced Cardiac Life Support Provider
- Advanced Cardiac Life Support Provider Instructor Certification must be obtained within the first three (3) months of employment
- Completion of a course in Pre-Hospital Trauma Life Support Instructor or International Trauma Life Support Instructor must be obtained within the first twelve (12) months of employment
- Incident Command NIMS certification in I-100, I-200, 700, and 800
- Incident Command NIMS certification in I-300 must be obtained within the first six (6) months of employment
- Incident Command NIMS certification in I-400 must be obtained within the first twelve (12) months of employment

POSITION:	DIVISION CHIEF - TRAINING
POSITION #:	1191
AREA(S):	PUBLIC SAFETY

- Clearance from the Levy County Medical Director is required within 30 days and must be maintained as a condition of employment
- Must meet physical requirements as stipulated by Florida Statutes, Chapter 633.34 and satisfy requirements of NFPA 1582

**All certification that are required upon submission the application, or required to be obtained prior to completion of the probationary period, MUST be maintained as a condition of employment.**

*(Depending on functional area of assignment, additional licensure, certification, or training will apply to meet and maintain compliance with all Federal, State, and local licensure requirements, as well as established regulatory standards governing the work.)*

#### PHYSICAL REQUIREMENTS

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.

- Standing, walking and sitting.
- Stooping, kneeling, crouching and crawling.
- Running, grappling, climbing, balancing and bending/twisting.
- Reaching, feeling, talking and hearing.
- Lifting, carrying, pushing/pulling: 100 pounds or more.
- Handling, grasping.
- Wearing of self contained breathing apparatus while performing firefighting duties.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;

- Workplace environment may be confined.
- Exposure to extreme weather conditions and temperature variations.
- Contact with water or liquids.
- Exposure to loud noise with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.
- Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury and fast moving vehicles.

POSITION:	DIVISION CHIEF - TRAINING
POSITION #:	1191
AREA(S):	PUBLIC SAFETY

- Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust and poor ventilation.

#### MEDICAL

Applicant may be required to submit to a medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the member at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of duties in the essential functions of employment with reasonable accommodation.

#### EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*

#### GENERAL INFORMATION:

FLSA Status	Exempt
Worker's Comp Class Code	7705
EEOC Job Category	Paraprofessionals
EEOC Job Function	Health
EEOP Job Category	Technicians
Safety Sensitive	YES
Safety Category (if applicable)	NON-DOT
Paygrade:	BOCC approved