



COUNTY OF VOLUSIA
invites applications for the position of:
Fire Division Officer

An Equal Opportunity Employer

SALARY: \$27.66 - \$45.75 Hourly
\$2,212.65 - \$3,660.23 Biweekly
\$57,529.00 - \$95,166.00 Annually

OPENING DATE: 04/24/17

CLOSING DATE: 05/23/17 11:59 PM

MAJOR FUNCTIONS:

Volusia County Fire Services (VCFS) provides all-risk emergency services to the unincorporated areas of Volusia County, and in the municipalities of Pierson, Oak Hill, and Lake Helen. Serving a population of 133,000 and encompassing an area of roughly 926 square miles, VCFS provides a wide variety of services to an ever expanding and diverse community. Our firefighters staff 19 fire stations 24/7, and offer public fire education programs/ and EMS Transport Services from two locations

*****This is not an entry level position.** The County of Volusia is seeking a highly responsible professional to perform administrative and technical work managing the daily operations of functions within branches or activities of the Fire Services Division. This position will be responsible for the assigned responsibilities and duties in the absence of the Fire Chief or Deputy Fire Chief; ensuring that all personnel under his/her command comply with Federal, State, and local regulations. This position is responsible for the effective operation, quality of service and morale of all battalions and personnel assigned to their command; evaluates employee performance and completes written employee performance forms; assisting and coordinating with fire services matters with various team leaders; assisting in the development of long-range fire protection and suppression programs and long-range capital budget; assists in preparation of Fire Service's annual budget document; administration of budget in accordance with established policies and procedures, and able to plan, organize and direct specific fire and rescue operations with respect to equipment, apparatus, and personnel; assumes command of large incidents.

This position has major responsibility for managing one of three assigned shifts within the Fire Department. Incumbents are responsible for a wide range of administrative duties and serve as the senior management staff and command officer on duty outside of normal business hours. This class is distinguished from the Fire Battalion Chief in that the Battalion Chief supervises a group of stations/companies on an assigned shift, while the Division Chief has overall shift responsibility, supervises multiple Battalion Chiefs, and may manage multiple programs and projects.

ILLUSTRATIVE DUTIES:

(NOTE: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*)

- Assumes the assigned responsibilities and duties in the absence of the Deputy Fire Chief.
- May plan, organize and direct specific fire and rescue operations with respect to equipment, apparatus, and personnel.

- Provides for suitable training and discipline.
- Assists with and coordinates fire services matters with various team leaders.
- Assists in the development of long-range fire protection and suppression programs.
- Assists in the preparation of Fire Service's annual budget document.
- Assists with administration of budget in accordance with established policies and procedures.
- Assists in preparation of long-range capital budget.
- Assists in the preparation and analysis of records and reports to secure efficient operations and to meet fire services demands.
- May assume command and direct operations of a fire scene or other emergency situation from a subordinate officer.
- Makes recommendations and submits drafts of General Directives, Standard Operating Guidelines, etc. for the purpose of establishing and/or clarifying policy and procedure.
- Ensures that all personnel under his/her command comply with Federal, State and local regulations, and that the terms of collective bargaining agreements are complied with, and all Division standards are met.
- May make recommendations and provides input for proposals to be submitted for inclusion in the collective bargaining process.
- Responsible for the effective operation, quality of service and morale of all battalions and personnel assigned to their command.
- Assists in the selection process of new employees.
- May make recommendations, or initiate, as appropriate, actions to reprimand, suspend, demote, promote and transfer division personnel.
- Evaluates employee performance and completes written employee performance forms.
- Counsels employees on regular basis.
- Makes recommendations on the retention or rejection of probationary personnel.
- Approves leave and overtime compensation for subordinates.
- Recommends and administers disciplinary action when appropriate and/or when other non-punitive corrective measures are ineffective.
- Reviews and maintains records and reports regarding personnel, alarms, supplies, and other matters relating to the division.
- May ensure compliance with State and Federal regulations as an ALS agency.
- May provide recommendations for EMS training and programs, including up-to-date infectious control and post exposure controls.
- May track and maintain all medical supplies and equipment.
- May screen medical reports for compliance with medical protocols and quality care.
- May coordinate and deliver Training programs for VCFS personnel and other VCFS educational partners to influence statewide training curriculum.
- May research industry trends and determine if they fit the needs and capabilities of VCFS.
- May organize and conduct in-service training. May be required to coordinate facilities maintenance.
- Recommends and develops problem-solving systems for cost efficiencies.
- May be assigned to other county locations based upon operational needs.
- Attends work on a regular and consistent basis.
- Responds to emergency situations.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor degree in Fire Science, Business Administration, Public Administration or related field from an accredited college or university and at least two (2) years of **full-time paid fire experience at the Battalion Fire Officer level**, higher, or equivalent rank.

Must successfully pass medical physical examination including drug screening and physical ability test.

CERTIFICATIONS:

Must possess and maintain:

- State of Florida Certificate of Compliance from the Bureau of Standards and Training within twelve (12) months appointment.
- Florida EMT license or Florida Paramedic license within one (1) year of appointment.
- A valid State of Florida driver's license within one (1) month of appointment.
- Proof of completion of an approved Emergency Vehicle Operator Course (EVOC) in accordance with the Florida Statutes within two (2) months of appointment.
- Florida Fire Officer I and Florida Fire Officer II certifications OR Certified Fire Officer (CFO) designation OR Executive Fire Officer (EFO) designation within two (2) years of appointment.
- Complete NWCG S-130, NWCG S-190, ICS-300 (G300), ICS-400 (G400) within one (1) year of appointment.

The preferred candidate will have the State of Florida Certificate of Compliance from the Bureau of Standards and Training, Florida EMT license or Florida Paramedic license, Florida Fire Officer I Certificate, a valid State of Florida driver's license, proof of completion of an approved Emergency Vehicle Operator Course (EVOC) in accordance with Florida Statutes, and completed the National Wildfire Coordination Group NWCG-130, NWCG S-190, ICS (G300) and ICS-400 (G400).

***In addition to the requirement listed above, possession of the following: Florida Fire Officer II Certification, Certified Fire Officer (CFO), Executive Fire Officer (EFO) and a Master Degree is a plus.

Selection Process: All applicants must attach a completed County of Volusia application, a cover letter of interest, a resume and a narrative explaining why you are qualified to serve as a Division Officer. Selected applicant must pass a physical ability test.

Note: This is a special risk position. It is this organization's policy that individuals hired into special risk positions may not use any form of tobacco at any time, whether on or off duty, as a condition of employment. Candidates must be nicotine-free by the time of pre-employment physical/drug exam, including nicotine-containing products used in tobacco replacement therapies. Also, a State of Florida Paramedic Certification, Pediatric ALS, PHTLS, ACLS and formal infectious control training may be required.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of modern firefighting principles and practices involved in instructing and training members of a fire unit.
- Knowledge of Fire Prevention codes.
- Knowledge of emergency medical services and emergency management principles and programs.
- Knowledge of contents of Merit Rules and Collective bargaining agreements and ability to ensure fair and equitable compliance with the terms of these documents.
- Able to apply knowledge to specific training problems.
- Able to lead personnel effectively and maintain discipline.
- Able to supervise the work of, and motivate subordinate personnel in a manner

- conductive to full performance and high morale.
- Able to maintain accurate records, utilize resources efficiently and prepare clear reports.
- Able to write and speak effectively.
- Able to understand the Fire Services fund structures and budget development process.
- Able to work in stressful situations.
- Able to interact effectively with others.
- Must be able to relocate to other county locations based upon operational needs.

ADA REQUIREMENTS:

Physical Demands: Heavy to Very Heavy work. Must be able to see (color, depth perception), peripheral vision, hear, talk, smell; lift and carry, pull, push, and/or drag 165 pounds; stand, climb, crouch, balance, handle, grasp, finger dexterity, walk, crawl, kneel, reach.

Mental Demands: Must be able to read and comprehend professional manuals, journals and periodicals; safety rules and instructions; applicable codes and ordinances. Must be able to perform general mathematical functions including basic math, geometry, and shop math. Must be able to write business letters, summaries and reports. Must be able to clearly explain ideas and discuss ideas. Must be able to speak clearly to layman on theory, principles and methods of discipline.

Environmental Demands: Both inside and outside work. Exposure to hazardous situations; extremes in temperature (hot and cold); changes in temperature; contact with water; humidity; noise or vibration; fumes (may be toxic in nature); odors; dust; poor ventilation.

Volusia County is a drug-free workplace and an Equal Opportunity Employer committed to a diverse workforce.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.volusia.org/humanresources>

Job #16-00569
 FIRE DIVISION OFFICER
 MH

OUR OFFICE IS LOCATED AT:
 230 North Woodland Blvd Suite 262
 DeLand, FL 32720
 386-736-5951
humanresources@volusia.org

Volusia County is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce. Veterans' preference pursuant to State law. Individuals with a disability who require special accommodations during the selection process should notify the Human Resources Division at (386)736-5951.

Fire Division Officer Supplemental Questionnaire

- * 1. Your response to the following supplemental questions must match the information in the appropriate sections on your application. If your responses do not match, your application will be deemed incomplete and will disqualify you from further consideration
 - I have read and understand the above statement
- * 2. Do you have a Bachelor's Degree in Fire Science, Business Administration, Public Administration, or a related field from an accredited college or university?
 - Yes No

- * 3. Do you have at least two (2) years of full-time paid fire experience at the Battalion Fire Officer level, higher, or equivalent rank? ****"Acting" or "Ride-up" experience does not count towards the two (2) years.
 Yes No

- * 4. If you answered yes to the previous question, please indicate the job title, number of years of experience, in what capacity, and the name of the agency/organization. If you answered no, please indicate N/A.

- * 5. Have you ever worked as an "Acting" or "Ride-up" officer?
 Yes No

- * 6. If you answered yes to the previous question, please indicate the job title, number of years of experience, in what capacity, and the name of the agency/organization. If you answered no, please indicate N/A.

- * 7. Do you possess any of the following certifications? Check all that apply
 - State of Florida Certificate of Compliance from the Bureau of Standard and Training
 - Florida EMT license
 - Florida Paramedic license
 - State of Florida driver's license
 - Emergency Vehicle Operator Course (EVOC)
 - Florida Fire Officer I
 - Florida Fire Officer II
 - Certified Fire Officer (CFO)
 - Executive Fire Officer (EFO)
 - NWGW S- 130
 - NWCG S-190
 - ICS-300 (G300)
 - ICS400 (G400)
 - Not Applicable

- * 8. Did you attach the cover letter of Interest, a resume and a narrative explaining why you are qualified to serve as a Division Officer?
 Yes No

- * 9. Where did you hear about this position?
 - County of Volusia website
 - Daytona Beach News Journal
 - Other

- * 10. If you answered "other" to the previous question, please indicate which specific source.

- * Required Question