

Pace Fire Rescue District

Job Title:	Battalion Chief	Job Category:	Operations / Training
Department/Group:	Operations / Training	FLSA Exempt:	Yes
Location:	Pace, Florida	Travel Required:	25%
Level/Salary Range:	DOQ	Position Type:	Full-time
HR Contact:	Administration	Date posted:	January 13, 2022
Will Train Applicant(s):	No	Posting Expires:	February 14, 2022
External posting URL:	www.pacefirerescuedistrict.com		
Internal posting URL:			
Applications Accepted By:			
E-MAIL: rwhitfield@pacefirerescuedistrict.com Subject Line: Battalion Chief Attention: Chief Whitfield		MAIL: Chief of the Department Pace Fire Rescue District 4773 Pace Patriot Blvd. Pace, Florida 32571	
Job Description:			
<p>This position performs technical-level firefighting duties, emergency rescue, and hazardous materials handling duties. This position may be assigned to a particular fire company or division, selected applicant responsibility for the facility's operation. Supervises and directs personnel assigned to shifts. Work is performed under the general direction of a Deputy, Assistant, Division, or Fire Chief. Performs duties of other administrative personnel as required.</p> <p>EXAMPLES OF DUTIES:</p> <p>OPERATIONS / TRAINING CHIEF/ PREVENTION:</p> <p>Supervises staff to prioritize and assign work; conducts performance evaluations; ensures staff is adequately trained; provides that employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary recommendations.</p> <p>Plans, leads, supports, maintains, and controls emergency and non-emergency calls, coordinating automatic and mutual aid resources with surrounding communities.</p> <p>Conducts regular meetings with staff to relay and receive information and communicate policies and directives; communicates with volunteer officers and members.</p> <p>Supervises and facilitates training sessions and overall development of subordinate officers.</p> <p>Coordinates, supervise, and schedules the repairs. All so recommends purchases of fire department equipment, including self-contained breathing apparatus, personal protective equipment, fire apparatus, associated equipment, radio, paging equipment, lawn, and small engine items; may also supervise the work of outside contractors.</p> <p>Coordinates all insurance and safety inspections of district facilities.</p> <p>Monitors compliance with applicable safety standards at emergency and non-emergency scenes; follows up with staff regarding non-compliance.</p> <p>Manages a comprehensive department-wide training program, including determining appropriate courses, texts, materials, and instructors. Programs include fire, emergency medical services, fire officer, special operations, hazardous materials topics, etc.</p>			

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Provides course instruction, as needed, for all training courses.

May serve as the department Safety Officer and responds as needed to emergency incidents.

Provides oversight and directs the operations and activities of fire prevention, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, ordinances, and service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and standards; coordinates activities between multiple service areas; works to integrate and coordinate service areas.

Develops, organizes, and administers a variety of fire prevention programs, which includes: fire code inspections, life safety, public information and education, and other related issues.

Directs and oversees the enforcement of applicable local and state fire codes.

Prepares, reviews, interprets, and analyzes various information, data, construction plans, and reports; makes recommendations based on findings.

Assists in the preparation and administration of the district budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Serves as a liaison with employees and external organizations; represents the District at various meetings, public events, training sessions, committees, and other related events.

Performs other duties assigned.

TRAINING AND EXPERIENCE:

Associates degree in Business Management, Fire Science, Emergency Medicine, Emergency Management or other related field and a minimum of eight years of work experience as a firefighter, four of which were in a supervisory and leadership role; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Bachelor's degree highly desirable

Licensing Requirements:

Florida Firefighter II Certification;

Florida Fire Officer II Certification (***Must be obtained within 18 months of employment***);

Florida Fire Officer III Certification is highly desirable;

Florida Live Fire Instructor Certification;

Florida Fire Safety Inspector Certification(***Must be obtained within 18 months of employment***);

Florida Health and Safety Officer Certification is highly desirable (***Must be obtained within 12 months of employment***);

Florida Firefighter Instructor I Certification, II or III are highly desirable;

Florida Emergency Medical Technician, Florida Paramedic, is highly desirable;

Basic Life Support & CPR for the Professional Rescuer Certification;

Hazardous Materials Operations Certification;

Completion of 16-hour Emergency Vehicle Operations course;

Completion of I-300 ICS for Expanding Incidents and Supervisors;

Completion of I-400 ICS for Command and General Staff and Complex Incidents;

Must obtain Florida Incident Safety Officer and Health and Safety Officer Certification within one year of appointment.

Knowledge, Skills, and Abilities

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Management and Leadership Principles, Fire Service Principles, Practices, and Methods
Applicable Federal, State, and Local Laws, Rules, Regulations, Codes, and Statutes
Volunteer Management Principles;
Instructional Principles, Techniques, and Methods;
Fire Suppression Techniques, Modern Firefighting and Rescue Principles and Tactics;
Knowledge of Emergency Medical Care;
Vehicle, Equipment, and Apparatus Maintenance Principles and Techniques;
Occupational Hazards and Safety Precautions;
Applicable Tools and Equipment Associated with Firefighting;
An Understanding of Insurance Coverage such as the Administration of Worker's Comp Claims
Monitoring and Evaluating Employees, Prioritizing and Assigning Work;
Developing Comprehensive Fire Prevention and Life Safety Programs, Skill in Public Speaking
Reviewing Construction Plans for Compliance with Applicable Codes;
Using a computer and related software applications, Computer Skills and Proficiency In Microsoft Excel;
Analyzing Problems. Identifying Alternative Solutions, Projecting Consequences of Proposed Actions, and implementing recommendations in support of department goals
Interpreting and Applying Policies, Procedures, Laws, Codes, and Regulations
Developing and Administering Budgets, Preparing and Analyzing Reports
Reading, Understanding, and Applying Technical Firefighting Materials and Concepts
Communication and interpersonal skills as applied to interaction with Coworkers, supervisors, the General Public, Etc. Sufficient to Exchange or Convey Information and to Receive Work Direction.

PREFERRED SKILLS:

Experience as a Volunteer Firefighter or working in a Combination Fire Service.

ADDITIONAL NOTES:

Applicants must be tobacco-free and remain so throughout employment. Must live within 30 miles of the District. This position requires a 24-hour response to various types of incidents.

Unless otherwise noted, applicants must have required certifications at the time of application.

Employment with the Pace Fire Rescue District is at-will employment.

Approved By:		Date:	January 3, 2022
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