



BOARD OF COUNTY COMMISSIONERS
DESOTO COUNTY

Human Resources
Department
201 East Oak Street
Arcadia, Florida 34266
Telephone (863) 993-4808
Fax (863) 993-4708
EEO/Drug-Free Workplace

REQUISITION #18-10

RECRUITMENT NOTICE

As an employer, DeSoto County will not permit discrimination because of race, color, handicap, creed, religion, ancestry, national origin, sex, age, marital status, or political affiliation. We make every effort to employ best-qualified individuals. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida.

POSITION:	TRAINING CAPTAIN
POSITION #:	91054
DEPARTMENT:	PUBLIC SAFETY
SALARY RANGE:	\$23.14(\$48,131.00) - \$32.162 (\$66,893.00)
OPENING DATE:	JANUARY 4, 2018
CLOSING DATE:	OPEN UNTIL FILLED

GENERAL DESCRIPTION:

This is a 40-hour work week position, serving as a Trainer who develops and delivers a variety of fire, medical, and special operations training to firefighters, drivers, and officers of the organization. The Training Officer reports to and directly works under the general supervision of the Chief/Public Safety Director. The Trainer shall serve as one of the primary developers of programs and courses. Responsible for coordinating and conducting medical and fire training to personnel; administering the district's credential program and managing the County's medical supplies and equipment. Responsible for keeping current with emerging trends and practices in the profession.

ESSENTIAL JOB FUNCTIONS:

1. Confers with Fire Chief/Public Safety Director or other designee and the Medical Director to facilitate continuing education, determine training needs and promote professional development.
2. Supervises and evaluates shift training packages and programs and oversees new hire training.
3. Maintains training records of all personnel to comply with State and National standards. Ensures a copy of all certifications and training results are forwarded to Human Resources for filing in Official Personnel Records.
4. Shall maintain and review Quality Assurance Statistics and information, pertaining to ALS and BLS skills, as well as ensure compliance with department policies, procedures and protocols.
5. Shall ensure that all ALS transport and non-transport vehicles are permitted and in compliance with Department of Health Regulations.
6. Responsible for conducting the County's Medical and Fire Training.
7. Responsible for managing the County's Medical Supplies and Equipment. Will coordinate and supervise all Fire and EMS equipment servicing and maintain records in a preventative maintenance program (i.e. repair process, inventory control, etc.)
8. Responsible for record keeping of all departmental training activities and Fire/EMS Quality Assurance reports, including volunteer training and ensure that all records are accurate and up-to-date.
9. Will serve as the Safety Officer on all major incidents as needed, within the scope of licensure, as deemed necessary by the Fire Chief/Public Safety Director.
10. Conduct annual FIT Testing.
11. Designated Safety Officer.
12. Monthly coordination and review of Medical In-Service.
13. Creates and administers a Monthly Training Calendar.
14. Conducts and/or facilitates Annual Haz-Mat Training.
15. Updates and reviews Medical/Fire SOG's in coordination with the Fire Chief/Public Safety Director.
16. Shall maintain a policy and record keeping for Exposure Control and serves as the department's Infectious Control Officer.

(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 job marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have exceptional interpersonal and communication skills.
- Must have strong organization and time management skills and the ability to deal with multiple tasks simultaneously.
- Ability to exercise judgment and discretion in applying and interpreting department rules, regulations, policies and procedures.
- Ability to utilize standard office computer equipment, software applications and audio visual equipment.
- Ability to communicate clear and concise information, both written and oral.
- Ability to maintain and establish effective working relationships.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- Associate's Degree
- Fire Service experience with 4-years experience
- Minimum of 2-years Credentialed Paramedic

(A comparable amount of training, education or experience may be substituted for the minimum qualification required)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Florida State Certified Fire Officer I
- Florida State Certified Firefighter II
- Florida State Certified and Credentialed Paramedic
- Florida State Certified Fire Instructor I
- Florida State Certified Fire Safety Officer (1-year to obtain)
- Emergency Vehicle Operators Course (EVOC) (1-year to obtain)
- Valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Reaching, pulling, pushing, balancing and smelling
- Walking, standing, crawling, kneeling, bending and stooping
- Climbing (including ladders)
- Driving
- Meet physical requirements as indicated for Florida State Certification.

ENVIRONMENTAL CONDITIONS:

The individual works both in an office, as well as an outside work environment. Characteristics described here are representative of those an employee encounters while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near working mechanical parts in outdoors weather conditions and is occasionally exposed to explosives, risk of fumes, airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, risk of radiation and vibration. The noise level in the work environment is usually moderate, but at times, while training for Arson, Safety and other training programs the individual may be subjected to more noise and uncontrolled settings. Most of the essential job functions will involve indoors or external exposure in a controlled setting.

This position also includes working during times of disaster(s).

TO APPLY VISIT: www.desotobocc.com or www.employflorida.com