

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

BATTALION CHIEF COMMUNITY RISK REDUCTION

Department: Fire Rescue
Pay Grade: 302
FLSA Status: Exempt
Job Class: 2071
Risk Code: 7704

JOB SUMMARY

Responsible for position responsible for the coordination and presentation of public education programs as an all hazards approach to fire and life safety. Position acts as the community liaison between the fire department and the public in promoting education and community relations. Position includes many responsibilities including the creation, development, and implementation of fire and life safety education programs to all members of the community. Position allocated to this job description work a variable shift depending on the needs of the community and department to effectively accomplish its mission. Position involves close coordination with other members of the fire department including supervising their actions while delivering educational messages. Under the general supervision of the Fire Marshal, work includes supervision of field staff presenting and conducting fire and life safety programs, administrative duties, routine exercises of independent judgement, decisions, and technical, managerial, and leadership skills.

ESSENTIAL JOB FUNCTIONS

- Responsible for the management and supervision of all fire and life safety education programs in the community such as schools, day care centers, health care facilities, businesses, private residences, etc.
- Works with the fire prevention supervisor to manage the Marion County Juvenile Fire Setter Program.
- Responsible for the development and creation of educational materials for all community needs and audience groups to increase the awareness of fire and life safety in the community with an all hazards approach.
- Coordinates inclusion in various community events such as health fairs, business seminars, holiday fire safety, children's festivals, etc.
- Directly responsible for the coordination, implementation, and education of Fire Prevention Week, EMS Week, and other safety related annual community events.

- Coordinates with Marion County Fire Rescue public information officer and other points of contact in order to deliver messages through many different mediums. These can include but are not limited to television, radio, newspaper, and social media platforms.
- Creates and prepares materials such as lectures, displays, demonstrations, teaching programs to target an all hazards approach to fire and life safety.
- Supervises the delivery and dissemination of fire safety messages given by members of the fire department and other stakeholders.
- Actively serves on different community focused organizations and committees to promote fire and life safety education
- Collects and interprets data in order to focus relevant fire and life safety programs for current community needs. Ability to research data sets from many different sources to determine the best course of action for fire and life safety programs.
- Responsible for preparation of performance measures including reports, graphs, charts, and other products as needed for various reports.
- Organizes, orders, and produces literature or materials to reinforce the community risk reduction and fire and life safety program.
- Directly responsible for the Marion County Smoke Alarm program overseeing the administration of the project, Coordinates with field staff to ensure program meets the needs of the community.
- Directly responsible for the creation and management of the public education budget. Prepares budget requests, documents, and tracks all expenditures allocated for the administration of fire and life safety programs.
- Responsible for special project assignments including, but not limited to, exercising independent judgement and discretion during preparation of program guidelines, preparing grant proposals, executing grant spending, preparing operating guidelines and protocols, maintaining relationships with the appropriate state and federal agencies, attending meetings, and making presentations.
- Continuously evaluates the effectiveness of fire and life safety education programs. Analyzes current and future trends in fire and life safety education and adapts programs to meet community needs and challenges.
- Researches and implements new fire and life safety programs based on review of current call data and needs of the community.
- Utilizes public speaking and community outreach opportunities to communicate with all external and internal stakeholders about community risk reduction and fire and life safety information.
- Represents the department at afterhours events as requested for community involvement.
- Creates and maintains files according to accepted record keeping regulations and policies.
- Oversees and improves public image through frequent contact with the citizens, community, business, and other stakeholders.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SECONDARY FUNCTIONS

- Attends conferences and meetings on the current trends in fire and life safety education, represents Marion County Fire Rescue in a variety of local, county, state and other meetings.
- Attends department staff meetings and workshops.
- May be required to serve in a disaster response role in the emergency operations center or fire special operations center as required based on community threats.
- Performs other assigned duties as may be determined necessary to fulfill the mission of fire prevention and fire department.
- May function as a fire inspector performing fire and life safety inspections once certified by the State of Florida and completion of Marion County Fire Rescue Fire Inspector Taskbook.
- May participate in the on-call fire investigation program on a rotating on call basis

SUPERVISION

Direct supervision of employees who may be assigned to public education. Indirect supervision of several employees throughout the department including reviewing, mentoring, and evaluating performance. Provides guidance, advice, and assistance to other stakeholders on various work assignments and tasks. May be responsible for acting as a lead worker on occasion to meet the needs of the department.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in fire science, education, communication, public relations or closely related field, and experience in state, county, city government or similar large-scale organization. Five to seven years' experience in a comparable local government organization with a focus on fire department operations, public education, or fire prevention operations. Evidence of education and instructing to various groups shall be demonstrated. A comparable amount of training and /or experience may be substituted for the minimum qualifications.

Licenses or Certifications:

- Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.
- EVOC required before operating any County owned vehicles.
- Must possess a current state of Florida EMT and/or paramedic and Fire Instructor 1 or higher.
- Certifications in Fire Safety Inspector, Firefighter Minimum Standards, and Fire Investigations preferred.
- Must successfully complete 64 hours (or current State of Florida requirement) for Fire and Life Safety Educator I and II within one year of employment.
- Must successfully complete and obtain the American heart Association BLS CPR Instructor within one year of employment.
- Must successfully complete the Juvenile Fire Setter Intervention Specialist I and II certificate within two years of employment.

- Must successfully complete the National Child Passenger Safety Technician Certification with two years of employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to respond to common inquiries from citizens, regulatory agencies, or members of the business community.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to Interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to explain records, procedures to others as a lead worker. Requires judgment regarding use of equipment, tools, and materials
- Knowledge of the principles of organization, public administration, and of the function, operations, and structure of government.
- Strong oral and written communication and presentation skills.
- Knowledge of principles, practices, and concepts of public education and public relations.
- Ability to create, produce, and present clear and concise reports, publications, letters, and memos as required to successfully fulfill the mission.
- Ability to develop and maintain effective working relationships with department personnel, county stakeholders, citizens, businesses, and other community partners.
- Regularly meets immediate and unexpected deadlines relating to materials, events, and reports.
- Ability to remain calm and flexible in stressful and demanding situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and to lift up to fifty pounds. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee may be exposed to wet or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold or heat, risk of electrical shock, explosives, and risk of radiation. The noise level for this position is usually moderate, but in the field may occasionally expose employee to loud noise levels.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*