



CARROLL COUNTY JOB VACANCY

POSITION:	BATTALION CHIEF
DEPARTMENT:	FIRE RESCUE
REPORTS TO:	DIVISION CHIEF

The purpose of this job is to protect lives and property being endangered by fire as well as other emergency situations such as auto accidents and hazardous material spills/leaks. Additionally, supervises other employees at the fire scene and station. Duties include, but are not limited to: suppressing fires, aiding victims, supervising staff, controlling crowds and traffic, performing preventive maintenance and performing other responsibilities as assigned by the Command Staff.

This position is a full-time position. By signing the job description, the employee agrees and understands that this position is covered by Civil Service. This position will be eligible for standard benefits such as health / life insurance, annual leave, sick leave, participation in the County's retirement program, etc. afforded to County employees who meet the minimum full-time employee requirements as outlined in the County's Employee Benefit Guide.

The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. In order to qualify, applicants should possess the following knowledge, skills, and abilities to:

- Manage all aspects of assigned shift, including operations, special teams, personnel, and equipment, at all times.
- Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions.
- Determines the need for command; organizes and coordinates an incident management system until command is transferred; and functions within an assigned role in the incident management system.
- Suppress structural fires, brush fires, and fires in vehicles utilizing fire-fighting techniques gained through formal training.
- Aids victims involved in fires and other hazardous situations.
- Supervise the initial set-up and plan of attack at the scene of a fire.
- Responds to automobile accidents and assists emergency medical and law enforcement personnel.
- Extricates victims entrapped in motor vehicles as part of a team, utilizing given stabilization and extrication tools, so that the vehicle is stabilized, the victim can be disentangled without undue further injury, and hazards are managed.
- Administers aid to injured or sick persons; checks vital signs and provides hospital personnel with information concerning the nature of the emergency and the steps necessary to provide immediate medical assistance.
- Immobilizes injured or sick persons and prepares them for transport.
- Assist with the search for missing persons.
- Performs support activities at fire scene such as operating the pumper and/or tanker.
- Performs crowd and traffic control procedures.
- Perform supervisory duties such as completing additional paperwork and conducting fire station inspection.
- Takes command at fire scene until relieved by a superior officer.
- Attends departmental and station meetings.
- Ensures that communication from Command Staff gets to and understood at the station level.
- Perform general public relations activities such as providing blood-pressure checks, giving tours of the station, etc.
- Performs personnel administration duties on assigned shift; duties include: preparing attendance reports; recording and maintaining leave records; monitoring and approving overtime for shift personnel in accordance with FLSA regulations; plans and oversees training activities for the station.
- Completes evaluations on assigned personnel and has the authority to issue verbal and written reprimands; and provides input to superior officers regarding adverse action.
- Responsible for supervision of the department's battalions.
- Respond to questions, complaints, and requests for information by telephone, in person, or by mail from citizens, employees, department heads, etc.
- Must be able to drive and operate all of the department's apparatus; to legally drive ALL the department's apparatus, a Class E (preferred) or Class A Commercial Driver's License is required.
- Make use of the department's chain of command.
- Prepares, maintains, and updates files and logs following prescribed methods.
- Oversee maintenance and housekeeping functions at the station.
- Perform duties of subordinates as required.
- Perform other duties as required.

Preferred Education and Experience: High School Diploma (or GED) required. Must possess a valid Georgia Driver's License (Class E (preferred) or higher) and maintain a satisfactory driving record (MVR). Combination of seven (7) years of career employment with Carroll County Fire Rescue and verifiable supervisory experience as a Fire Officer or greater -or- a combination of eight (8) years of career employment in the fire service and verifiable supervisory experience as a Fire Officer or greater for non-Carroll County employees. Specialty certifications as outlined in departmental guidelines.

(ADA) MINIMUM PHYSICAL QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: Must be physically able to operate a variety of firefighting and mechanics tools. Must be able to meet the current requirements set forth by the Georgia Firefighter Standards and Training Act. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to one hundred (100) pounds of force occasionally, and/or up to twenty (20) pounds of force frequently. Physical demand requirements are at levels of those for physically hard work. Must be able to lift and/or carry weight of over one hundred (100) pounds. Must possess the ability to smell.

SALARY: Commensurate with experience

DEADLINE FOR SUBMITTING APPLICATIONS: March 8, 2024

Applicants must pass a **physical, drug-screen, and criminal background check** prior to employment. Applications are available on the Carroll County website: < www.carrollcountyga.com >.

Send resume and completed application to:

Carroll County Board of Commissioners, **Human Resources Department**, PO Box 338, Carrollton, Georgia 30112
(Fax 678.390.6245) (Phone 770.830.5817)

Carroll County is an Equal Opportunity Employer