

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Administrative Services Manager**

DEPARTMENT: **County Administrator**

DIVISION: **Administrative Services**

GENERAL DESCRIPTION:

Highly responsible for the overall management or coordination of the library within the framework established by interlocal or other agreements, plans, policies, and budgets. Assists in developing a single long-range plan for all library outlets; developing a single annual plan of service; developing a budget; implementing the long-range plan, annual plan of service, and the budget; and preparing reports on behalf of the library. Oversees centralized administrative staff for the organization, the Veterans Services Office, the Board of County Commissioners (BOCC) website administration, and the Misdemeanor Probation Services contract.

ESSENTIAL JOB FUNCTIONS:

1. Serves as administrative head for the Sumter County Library System.
2. Plans, organizes, directs and implements the operation and administration of branch libraries
3. Functions as liaison and fosters cooperation between all governing agencies, local advisory boards, and library staff.
4. Prepares applications and documentation to qualify and receive state, federal, and private assistance; administers all state, federal, and private grants.
5. Develops, implements, and updates an annual plan of service and a single long-range plan of service for the Sumter County Library System.
6. Develops, implements and updates Library Services policies for approval.
7. Responsible for Library Services budget preparation, maintenance, and control. Prepares a single budget for library service to residents of participating local governments and organizations and administers the budget for the Sumter County Library System.
8. Prepares, evaluates, analyzes, and maintains statistical/financial reports. Provides monthly and yearly reports reflecting the activities and statistics.
9. Develops a training program for advisory boards and others responsible for the provision of county-wide library services.
10. Develops, implements, and monitors provisions of service programs consistent with the strategic plans and the purposes of the county library system.
11. Informs County Administration of changes in state and federal regulations and appropriations and local concerns affecting responsible areas.
12. Responsible for supervision of centralized administrative support for the Board of County Commissioners, County Administrator, and other BOCC departments.
13. Responsible for supervision of the Veterans Service Office.
14. Responsible for overseeing the Misdemeanor Probation Services contract and providing monthly and yearly reports.

15. Supervises processing of centralized travel arrangements. Monitors travel, per diem, and education expenses for the division. Reviews payroll for assigned divisions.
16. Supervises the processing of legal advertisements for the County departments and BOCC public hearings. Includes development of annual legal advertisement budgets.
17. Supervises the development of BOCC meeting agendas for consistency and ADA compliance.
18. Oversees the Public records process and records retention for the organization.
19. Compiles data and prepares various reports, presentations, recommendations, and other documents as required by the County and/or other agencies.
20. Maintains the County website and monitors administration of submitted pages and documents for ADA compliance.
21. Serves as the State Division of Library and Information Service primary contact for the Sumter County Library System and as the County Records Management Liaison Officer preparing reports for the Division as required.
22. Participates in professional activities to maintain knowledge of current trends in librarianship, administration, and related fields.
23. Regular travel in the service area required.
24. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties as assigned by immediate supervisor.
25. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
26. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required.

[These job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of public library governance, services, and management, including planning, budgeting, and evaluation.
- Knowledge of Florida Library governance structure.
- Knowledge and experience with principles and methods of professional library services.
- Knowledge and experience in developing and implementing administrative procedures and evaluating their effectiveness.
- Knowledge of principles and practices of library cooperation.
- Skill in the use of personal computers, including word-processing software and spreadsheet programs.
- Ability to motivate and supervise.
- Ability to develop and present training for staff, boards, and volunteers.
- Ability to speak, read, write, and understand English.
- Ability to communicate clearly and concisely both orally and in writing.

EDUCATION AND EXPERIENCE:

- Graduation from a college or university accredited by the American Library Association with a Master's Degree in a Library Science program.
- Five (5) years of full-time professional experience at an administrative level to include a minimum of two (2) years of senior management in a public library.
- Two (2) years of full-time paid post-MLS professional experience in a public library open to the public for a minimum of 40 hours per week.
- Professional experience within multi-site library systems and cooperative library systems is preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Valid Florida Driver's License, and a driving record acceptable to the insurance provider.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable hearing (with or without correction.)
- Acceptable vision (with or without correction.)
- Able to operate a motor vehicle.
- Must be able to communicate using speech, hearing, and vision skills.

ENVIRONMENTAL CONDITIONS:

- Primarily works in a climate-controlled office environment.
- Some travel to other locations out-of-doors visiting County staff, public and field projects.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Assistant Public Works Director – Construction Engineering and Inspection**

DEPARTMENT: **Public Works**

DIVISION: **Construction**

GENERAL DESCRIPTION:

Responsible supervisory and technical work in connection with roadway and bridge engineering projects, project management, surveying, utility engineering, inspection, verification, and materials testing.

ESSENTIAL JOB FUNCTIONS:

1. Organizes, plans, leads and manages professional and technical County staff members in the engineering review, planning, financing, acquisition, construction, operation, and maintenance of County roads, rights-of-way (ROW), and bridges.
2. Oversees and guides the staff to ensure successful project development and completion. Ensures costs are adequately and accurately tracked.
3. Reviews existing work processes, work relationships, space utilization, equipment needs, computer operations, and workforce and equipment utilization; promote effective operations through standardization, improvement, simplification, and installation of new operating systems. Develops and implements approved organizational and administrative changes.
4. Works directly with outside consultants and contractors including, but not limited to: architects, engineers, materials and geotechnical specialists, contractors, and other specialists. Reviews engineering and architectural plans and studies. Acts as liaison between the contractor and the County.
5. Tracks the progress of roadway and water resource projects through field reviews of construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed. For projects behind schedule, a plan of action will be devised and recommended for implementation. Value-engineers projects to ensure optimal benefit cost return to the County.
6. Assists in or acts as the County lead for the pavement management program and the development of various pavement treatment techniques and materials. Ensures annual inspections and rankings are completed, and funding requests are submitted promptly.
7. Oversees County and consultant roadway and building construction inspection personnel. Oversees ROW use permit management inspections.
8. Supervises and provides training and assistance to Division staff. Assigns projects and evaluates the work performance of staff. Reviews reports and documents for accuracy and thoroughness.
9. Assures the accurate review and interpretation by the staff of specifications, plans, service agreements, codes, regulations, permit conditions, standards, and laboratory analysis. Reviews Federal and State regulations, guidelines and publications for information related to road construction.
10. Utilizes data systems to promote program changes which provide greater efficiency and enhanced customer service while optimizing expenditures associated with these programs and project efforts.
11. May serve as Acting Public Works Director as designated.
12. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.

13. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
14. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights and holidays as required.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles, practices, standards, and techniques of surveying, civil engineering, road design and construction, engineering inspections, and roadway maintenance.
- Knowledge of professional services and construction contracts, and contract forms.
- Knowledge of methods, material, and equipment common to public works/civil/environmental engineering projects.
- Knowledge of State of Florida Department of Transportation (FDOT) Standard Plans, Design Manual, and Standard Specifications for Road and Bridge Construction, latest edition.
- Experience working with Federal, State, and regional regulatory agencies on infrastructure system efforts.
- Ability to resolve engineering problems relating to drainage, roadway, infrastructure, and facilities.
- Ability to read and interpret complex engineering plans and specifications.
- Ability to make engineering computations quickly and accurately.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to access, input, and retrieve information from a computer. Proficient in the use of Microsoft Word, Excel, PowerPoint, Project, and Outlook.
- Ability to supervise the work of others.
- Ability to utilize Geographic Information Systems (GIS).

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or a reasonably related field.
- Eight (8) years of experience in civil engineering disciplines related to transportation/stormwater/building construction.
- Five (5) years of supervisory experience.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to the insurance provider.
- State of Florida, Professional Engineer License required within one (1) year of employment.
- FDOT Local Agency Program (LAP) Training/County LAP certification within six (6) months of employment.
- FDOT Temporary Traffic Control (TTC) – Intermediate Level Certification within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within 6 months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Physical stamina to work outdoors, occasionally under adverse weather conditions.
- Ability to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions
- Works in or around noise, vibrations, or in dusty conditions.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Assistant Public Works Director – Facilities and Parks**

DEPARTMENT: **Public Works**

DIVISION: **Facilities and Parks**

GENERAL DESCRIPTION:

Responsible supervisory and technical work in connection with all phases of project management of vertical and site construction. Responsible for property maintenance, including developing a program of care, maintenance, and repair of facilities and parks.

ESSENTIAL JOB FUNCTIONS:

1. Organize, plan, lead and manage professional and technical staff in the plan review, financing, acquisition, planning, design, construction, operation and maintenance of facilities and parks.
2. Develop, implement, and manage repair and maintenance programs for all operational aspects of building systems including structural, mechanical, electrical and plumbing engineering (MEP), life safety, and environmental.
3. Oversees and guides the staff to ensure successful project development and completion. Ensures costs are adequately and accurately tracked.
4. Reviews existing work processes, work relationships, space utilization, equipment needs, computer operations, and workforce and equipment utilization; promote effective operations through standardization, improvement, simplification, and installation of new operating systems. Develops and implements approved organizational and administrative changes.
5. Manage vendors, contractors, and warranties in the implementation of preventative and predictive maintenance programs for all facilities and parks.
6. Provides full spectrum project management of buildings, parks, and facilities construction projects. Ensures that plans, specifications, codes, and regulations are being observed and followed. For projects that behindschedule, develop a plan of action for recovery to the approved schedule.
7. Develop procurement documents including specifications required for all buildings, parks, and facilities construction projects.
8. Assists in the budget preparation for the Division and prepares cost analysis and operational reports. Makes procedural and operational recommendations to the Public Works Director.
9. Supervises and provides training and assistance to Division staff. Assigns projects and evaluates the work performance of staff. Reviews reports and documents for accuracy and thoroughness.
10. May serve as Acting Public Works Director as designated.
11. In case of emergency or crisis situation (hurricane, roadway collapse, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by the Public Works Director.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.

13. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required..

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of project management principles, practices, and methodologies.
- Knowledge of the tools, equipment, and materials used in the care and maintenance of grounds and facilities.
- Skill in the use of computers and various computer software programs.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to access, input and retrieve information from a computer, to include the use of Microsoft Word, Excel, PowerPoint, Outlook, and Project.
- Ability to analyze data and develop a program or adjust programmed activities in response to data analysis.
- Ability to maintain records, prepare written technical reports, estimates, and cost records using mathematical functions, calculation of ratios, rates, and percentages.
- Ability to utilize maintenance management information systems.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Architecture, or Construction Management, or a related field.
- Eight (8) years of experience in project management related to building and site construction.
- Five (5) years of supervisory experience.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to the insurance provider.
- Project Management Professional (PMP) Certification preferred
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Physical stamina to work outdoors, occasionally under adverse weather conditions.
- Ability to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside and works outside in varying weather conditions
- Works in or around noise, vibrations, or dust.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Assistant Public Works Director - Operations**

DEPARTMENT: **Public Works**

DIVISION: **Operations**

GENERAL DESCRIPTION:

Responsible supervisory and management work in directing the activities of the Operations Division of the Public Works Department. The Operations Division includes Solid Waste and the infrastructure maintenance in the County's rights-of-way and easements.

ESSENTIAL JOB FUNCTIONS:

1. Plans coordinates, and directs employees engaged in providing the services of the Operations Division.
2. Assists in the selection, placement, promotion, training, development, safety, discipline, and appraisal of employees.
3. Studies divisional organization, personnel distribution, and project requirements to effect the most efficient and economical utilization of facilities, personnel, and equipment. Coordinates supporting work activities and tasks between the other three Divisions of Public Works to ensure efficient completion of assigned tasks.
4. Provides direct management of the solid waste and hazardous waste FDEP reports. Coordinates directly with permitting agencies and consultants to ensure all Federal, State and Local regulations are satisfied.
5. Develops and implements programs, practices, and procedures for the Operations Division, including performance standards and progress reports.
6. Conducts and attends meetings and conferences to discuss current work problems, policy changes, safety, and other related matters.
7. Assists in the budget preparation for the Division. Prepares cost analysis and operational reports.
8. Makes procedural and operational recommendations to the Public Works Director.
9. Investigates and resolves public questions or complaints about the Operations Division.
10. Utilizes all data systems to optimize the Operation Division's efficiencies and enhancing customer service while containing costs.
11. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor. Serves as the lead for ESF 3 – Public Works, in the EOC.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least 1 year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
13. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of modern techniques, methods, procedures, and practices of public works.
- Knowledge of road construction, maintenance, and operations.
- Ability to read plans and specifications for roadway infrastructure construction and operations
- Ability to plan, direct, supervise, and inspect public works programs and activities.
- Ability to prepare written technical reports, cost estimates, and performance measure evaluations.
- Ability to plan, assign, instruct, review, and evaluate the work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates, officials, and the general public.
- Ability to develop, prepare, and present long-range plans and programs relating to public works.
- Ability to evaluate construction/maintenance problems and respond to community needs.
- Ability to resolve problems and make sound decisions.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Project Management, Construction Management, or a reasonably related field.
- Five (5) years experience in the field of public works.
- Three (3) years in a responsible supervisory position.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Class "A" Temporary Driving Permit within sixty (60) days of employment and a driving record acceptable to the insurance provider.
- Valid Florida Class "A" Commercial Driver License within six (6) months of employment and a driving record acceptable to the insurance provider.
- Florida Department of Transportation Temporary Traffic Control (TTC) – Basic Level Certification within six (6) months of employment.
- Florida Department of Transportation Temporary Traffic Control (TTC) – Intermediate Level Certification within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Able to operate motor vehicles and construction equipment.
- Heavy lifting and carrying (over 50 pounds)
- Physical stamina to work outdoors, occasionally under adverse weather conditions

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions with noise, vibrations, and dust.
- Works in or with moving vehicles

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Assistant Public Works Director – Planning and Design**

DEPARTMENT: **Public Works**

DIVISION: **Design**

GENERAL DESCRIPTION:

Responsible supervisory and technical work in connection with roadway and transportation engineering projects.

ESSENTIAL JOB FUNCTIONS:

1. Leads, directs, and coordinates County staff members in the engineering review, planning, and design of County infrastructure. Provides technical input in the review of traffic and stormwater impacts resulting from proposed development.
2. Provides detailed technical input on the review of development plans.
3. Coordinates directly with permitting agencies and consultants to ensure all Federal, State, and Local regulations are satisfied.
4. Reviews existing work processes, work relationships, space utilization, workforce, and equipment utilization; promotes effective operations through standardization, improvement, simplification, and installation of new systems. Develops and implements approved organizational and administrative changes.
5. Manages the County's Design Services consultants. Prepares scope statements, cost estimates, and negotiates final scope, price, and schedule for agreements.
6. Works directly with outside contractors including, but not limited to: engineers, planners, and specialists. Reviews engineering plans and studies, checks preliminary and final designs. Acts as liaison between consultants, contractors, and the County.
7. Manages the pavement management program for the County.
8. Assures the accurate review and interpretation by the staff of specifications, plans, service agreements, codes, regulations, permit conditions, standards, and laboratory analysis. Reviews Federal and State regulations, guidelines and publications for information related to the design and operations of road construction and maintenance activities. Provides updates to the Public Works Director regarding proposed Federal and State law revisions and analysis as to effects upon the County.
9. Develops and manages the County's stormwater management program. Coordinates directly with the Southwest Florida Water Management District (SWFWMD), the Florida Department of Environmental Protection (FDEP), and County municipalities to ensure effective stormwater, driveway permits, and traffic management within the County, and timely permitting as required.
10. Coordinates with applicable regulatory and regional agencies related to roadway and water resource engineering projects.
11. Assists in the budget preparation for the Division. Prepares cost analysis and operational reports. Makes procedural and operational recommendations to the Public Works Director.
12. May serve as Acting Public Works Director as designated.
13. In case of emergency or crisis situation (hurricane, roadway collapse, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by the Public Works Director.

14. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
15. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required..

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles, practices, and techniques of surveying, civil engineering, water resource construction, or engineering inspections.
- Knowledge of engineering standards, practices, and techniques for the design, construction, operation, and maintenance of water resource infrastructure.
- Knowledge of methods, material, and equipment common to public works/civil/environmental engineering projects.
- Knowledge of State of Florida Department of Transportation, FDEP, SWFWMD, and Federal Highway Administration standards and specifications for roadway and water resource construction, latest editions.
- Ability to resolve engineering problems relating to stormwater, drainage, roadway infrastructure, and traffic engineering. Ability to read and interpret complex engineering plans and specifications.
- Ability to make engineering computations quickly and accurately.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to understand and follow verbal and written instructions.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's Degree in Civil or Environmental Engineering or related field.
- Eight (8) years experience in civil engineering disciplines related to transportation and stormwater.
- Five (5) years supervisory experience.
- Ability to utilize Geographic Information Systems (GIS).

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to the insurance provider.
- State of Florida, Professional Engineer Registration required within one (1) year of employment.
- LAP Qualified with FDOT or capability to achieve LAP Qualifications within six (6) months after accepting the position.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Physical stamina to work outdoors, occasionally under adverse weather conditions.
- Ability to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside
- Works outside in varying weather conditions

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Battalion Chief

DEPARTMENT: Fire and Emergency Medical Services

GENERAL DESCRIPTION:

This is a mid-level managerial and supervisory position responsible for routine management of emergency personnel, coordinating physical and human resources as required for emergency preparedness and response, ensuring training and readiness of all personnel and equipment assigned to their shift, and on-scene command and control of major incidents. Functions at and supervises Advanced Life Support EMS operations.

Positions allocated to this job description work on a 24-hour shift basis supervising operations throughout the department under the general supervision of the Deputy Chief of Operations; or, if assigned to the training division will work a 52-hour workweek reporting directly to the Fire Chief. Work involves multi-company supervisory and administrative duties, routine exercises of independent judgment, wide-ranging impact of decisions, and the requirement for advanced technical, managerial, and leadership skills. If assigned to the training division, will be responsible for developing, coordinating, implementing, and delivering, continuing and in-service training programs for the department.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for the direction of all emergency personnel and other personnel assigned to emergency response apparatus and fire rescue stations, i.e. firefighters, and part-time employees. Protects life and property in compliance with County policies and procedures by controlling and extinguishing fires, performing advanced emergency medical techniques and patient care procedures, and responds to disasters and other emergencies. Drives and/or operates the emergency response apparatus.
2. If assigned to the training division, will respond to emergency and/or fire scenes as the Incident Safety Officer for purposes of monitoring on-the-scene activities in terms of efficiency and effectiveness and accident prevention or other capacities as assigned by the Incident Commander; may function as Incident Commander, as needed
3. Supervises daily operations of fire rescue personnel, facilities, apparatus, and equipment. Inspects, cleans and maintains personal protective gear, assigned office space and quarters, assigned apparatus and equipment, which may include medications to ensure operational readiness. Ensures all vehicles and personnel are in compliance with the State of Florida Statutes and Rules as well as Sumter County BOCC Policy, and Sumter County Fire and EMS Department policy and guidelines.
4. Responds to emergency calls and fire alarms. Must be able to perform all key functions of Incident Command, be in compliance with and understand NIMS (National Incident Management System) and assume the role of Incident Commander as needed. Will direct fire service personnel and other responding support agencies during emergency situations and the mitigation of emergent situations. May serve in other functional areas within the Incident Command System; i.e., Branch, Group, Division, Safety Officer, Triage, Treatment, Transport or similar position.
5. Participates in seminars, conferences, and training courses; keeps abreast of technological advances related to Firefighting/Emergency Medical Services activities.
6. Reserches, develops, coordinates, and/or delivers a variety of training programs relating to fire suppression, truck/engine/squad driver/operator, EMS, and other departmental programs. Assists in

developing and evaluating entry-level and continuing education minimum standards, and assists in developing educational plans for compliance by all department personnel. Responsible for general and specialized training classes in all areas of EMS, firefighting and fire prevention, including equipment use and handling special hazards, radiation, and flammable liquids, etc.

7. Assists in reviewing applications, performing written and skill testing, interviewing and assisting in the final recommendation of candidates for employment or promotion. Evaluates employee performance and assures that employees meet required standards pursuant to department policy, Pre-Hospital Practice Parameters, Standard Operating Guidelines, Policies and Procedures, General Orders, and other official documents that affect operations. Keeps abreast of, complies with, and ensures subordinate compliance with County policies, department rules, and regulations. Assures that employees meet the required standards of dress, appearance, and conduct.
8. Coordinates and conducts department training activities as assigned; to include the delivery of EMS continuing education training; works in cooperation with other interested groups to formulate new and necessary courses.
9. Inspects personal protective equipment of assigned personnel for safety and adequacy.
10. Makes initial determination as to possible origin and cause of fire, works with Fire Inspector/Investigator on final cause determination.
11. If assigned to the Training division, maintains up-to-date department training records, accurate personnel training files, and complete documents relating to all phases of the position and continuously monitors all required certification courses needed by the department.
12. If assigned to the Training division, manages the department's Physical Fitness Program as prescribed by the Fire Chief.
13. Participates in fire prevention activities and training to improve public awareness of fire safety. Participates in educational and public information programs of the department. Attends training, company drills, and administrative meetings as required. Serves on assigned committees and employee teams.
14. Maintains accurate and complete records as well as provides ongoing status reports of all functions and projects as assigned, including, but not limited to; patient care records, monthly station and unit reports, incident reports, payroll, EMS quality assurance, documented review of protocols, procedures, run reports, and new equipment. Reviews and recommends data criteria to ensure accurate quality measurements of service.
15. Must be a non-tobacco using person, both on and off the job, for at least 1 year immediately preceding application per Florida State Statute chapter 633.412 (f) and maintain the same non-tobacco status throughout the term of employment.
16. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings and nights, works shifts, callback, and holidays as required.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of pre-hospital patient care for Basic Life Support and Advanced Life Support (Paramedic) methods and procedures.

- Knowledge of the Florida Statutes and Rules, as well as local ordinances and codes pertaining to fire department operation, membership, personnel, training, and employment requirements.
- Knowledge of fire suppression and prevention methods, tools, equipment and appliances, procedures and techniques.
- Knowledge and ability to use emergency medical reporting systems.
- Skill in the use of computers and computer programs.
- Skill in the use of various emergency medical equipment.
- Ability to pass a physical examination by the County's contracted provider as prescribed by the Florida Statutes chapter 633.412 (e) and NFPA 1582.
- Ability to organize and direct firefighting and EMS activities of broad scope and complexity at emergency and fire scenes.
- Ability to plan, assign, supervise, and direct assigned personnel.
- Ability to understand and follow oral and written instructions quickly.
- Ability to establish and maintain effective working relationships with employees and management as necessitated by the work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively perform prolonged combat firefighting and rescue tasks under adverse emergency conditions involving physical and mental stress.
- Ability to efficiently operate the wide variety of firefighting equipment utilized within the department.
- Ability to think clearly and use independent judgment in routine and non-routine situations that may occur, involving sometimes hazardous and/or high-pressure situations.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's degree in an emergency services related field.
- Eight (8) years fire and emergency medical service experience.
- Three (3) years' experience as a Company Officer or above.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Possess and maintain a valid Florida Driver's License and driving record acceptable to insurance provider.
- Possess and maintain a current Firefighter Certificate of Compliance (Florida Certified Firefighter II) as per Florida State Statutes chapter 633.406(1)(a).
- Possess and maintain a current State of Florida Paramedic Certification as per Florida State Statutes chapter 401.27.
- Possess and maintain a current American Heart Association (or approved equivalent) CPR card, and ACLS card.
- Florida Fire Officer II Certification (Fire Officer III preferred)
- Florida Fire Instructor III Certification
- Emergency Vehicle Operator's Course (EVOC)
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Must be able to wear all assigned bunker gear and perform related emergency scene duties in an effective and efficient manner.
- Job tasks require frequent lifting and carrying of heavy weights (forty-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, the ability to walk, run, drive vehicles, crawl, stoop, push, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing, and use other emergency and firefighting equipment as required.
- Must be able to effectively communicate, both orally and in writing.

- Must be able to utilize a computer and/or typewriter keyboard and be able to proficiently navigate the Mobile Data Terminals (MDT) installed in response vehicles.
- Must be able to meet medical/physical requirements as identified in FS 633.412 (e) and NFPA 1582.
- Ability to pass the SCFEMS Physical Ability test.
- Ability to pass the “PPE” mask fit test procedure.

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENT CONDITIONS:

- A considerable amount of time is spent working inside station facilities and in the field.
- Work is frequently performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, around loud noises, charged or oxygen-deficient atmospheres, downed power lines, in and among moving vehicles, and in varying and inclement weather, among others.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Captain – Health/Safety/Training

DEPARTMENT: Fire and Emergency Medical Services

GENERAL DESCRIPTION:

The duties performed require the application of technical and supervisory skills including decision-making, initiative, and leadership within established Departmental and County Policies, Procedures, and Practices. Responsible for promoting a safe environment for employees and reducing risk loss through compliance with federal, state, and local codes, standards, and regulations. Works with management to assess training needs for the fire department. Develops, coordinates, and delivers classes and training to department personnel. Has primary responsibility to ensure that fire department personnel are proficiently trained to perform their assigned tasks, meet minimum State and National standards of training and that required certifications are kept current. Reports to the Deputy Chief of Professional Standards. The person in this position is accountable for the fulfillment of all duties and authority commensurate with assigned responsibilities.

ESSENTIAL JOB FUNCTIONS:

1. Works closely with the Deputy Chief of Professional Standards to establish policies and procedures for the assigned areas of responsibility; Provides technical assistance and review for departmental policies;
2. Develops short and long-range plans for the Department and assigned areas of responsibility; reviews and analyzes methods, equipment utilized, and performance to increase program effectiveness and forecast long-term needs and commitments.
3. Attends and participates in multiple agency, professional groups, and committee meetings; Develop and deliver presentations to leadership, employee groups, and others on matters related to the operations of the Department.
4. Make recommendations to the Deputy Chief of Professional Standards and/or Fire Chief on related personnel actions.
5. Makes recommendations for the department budget to include such materials as equipment, supplies, improvements, and related needs.
6. Prepares and maintains Departmental records and reports according to established record-keeping policies and procedures.
7. Responds to emergency incidents for assignment to command staff roles such as Incident Commander, Safety Officer, Division or Group Supervisor, Command Post Aide, etc. Assumes command of and responsibility for fire and other emergency scenes until otherwise relieved of command by a higher-ranking officer.
8. Directs and performs the modern firefighting methods and techniques necessary to extinguish a fire efficiently, to provide for the safety of personnel, rescue persons trapped or injured in fires or other emergencies, and protect property and the environment.
9. Administers pre-hospital emergency medical care to sick and injured persons.
10. Coordinates and participates with assigned personnel in the Department's Physical Fitness Program as approved by the Fire Chief.
11. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
12. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required.

HEALTH & SAFETY FUNCTIONS

- Manages the Department's Health, Safety, and Wellness Programs
- Acts as the Department's Infectious Control Officer.
- Ensures all reportable exposures are investigated and reviewed for opportunities for improvement.
- Oversees the personal protective equipment (PPE) annual inspection program as well as on-going research and development. Inspects the PPE of assigned personnel for safety and adequacy.
- Evaluates and recommends appropriate levels of safety-related training for personnel and the needs for equipment and supplies relating to safety.

TRAINING FUNCTIONS

- Designs compliance programs and training for hazardous materials regulations and requirements.
- Performs training and evaluations of personnel and conducts research and implements programs to ensure the department operates in an efficient, effective, and safe manner.
- Remains current on the principles, practices, and new developments in the field of fire suppression, rescue, emergency medical, and hazardous materials; incorporates new developments as appropriate; creates and/or updates department training materials according to best practices.
- Coordinates, prepares, and participates in daily training schedules for assigned station personnel consisting of topics such as multi-company, single company, in-house self-study, fire evolution, building inspections, area familiarization, map updates, equipment study, incident command, resource management, fire ground accountability, and other similar programs.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of pre-hospital patient care for Basic Life Support and Advanced Life Support (Paramedic) methods and procedures.
- Knowledge of the Florida Statutes and Rules, as well as local ordinances and codes pertaining to fire department operation, membership, personnel, training, and employment requirements.
- Knowledge of fire suppression and prevention methods, tools, equipment and appliances, procedures, and techniques.
- Knowledge and ability to use emergency medical reporting systems.
- Skill in the use of computers and computer programs.
- Skill in the use of various emergency medical equipment.
- Ability to pass a physical examination by the County's contracted provider as prescribed by the Florida Statutes chapter 633.412 (e) and NFPA 1582.
- Ability to organize and direct firefighting and EMS activities of broad scope and complexity at emergency and fire scenes.
- Ability to plan, assign, supervise, and direct assigned personnel.
- Ability to understand and follow oral and written instructions quickly.
- Ability to establish and maintain effective working relationships with employees and management as necessitated by the work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively perform prolonged combat firefighting and rescue tasks under adverse emergency conditions involving physical and mental stress.
- Ability to efficiently operate the wide variety of firefighting equipment utilized within the Department.
- Ability to think clearly and use independent judgment in routine and non-routine situations that may occur, involving sometimes hazardous and/or high-pressure situations.
- Ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services by the Department and to promote team unity.

EDUCATION AND EXPERIENCE:

- Associate's Degree in an approved emergency service related field from an accredited college or university.
- Three (3) years' experience as a Company Officer or above.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Possess and maintain a valid Florida Driver's License and driving record acceptable to the insurance provider.
- Possess and maintain a current Firefighter Certificate of Compliance (Florida Certified Firefighter II) as per Florida State Statutes chapter 633.406(1)(a).
- Possess and maintain a current State of Florida Paramedic Certification as per Florida State Statutes chapter 401.27.
- Possess and maintain a current American Heart Association (or approved equivalent) CPR card and ACLS card.
- Florida Fire Officer II Certification (Fire Officer III preferred)
- Florida Fire Instructor II Certification
- Live Fire Training Instructor I
- Emergency Vehicle Operator's Course (EVOC)
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Must be able to wear all assigned bunker gear and perform related emergency scene duties in an effective and efficient manner.
- Job tasks require frequent lifting and carrying of heavy weights (forty-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, the ability to walk, run, drive vehicles, crawl, stoop, push, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing, and use other emergency and firefighting equipment as required.
- Must be able to communicate, both orally and in writing effectively.
- Must be able to utilize a computer and/or typewriter keyboard and be able to proficiently navigate the Mobile Data Terminals (MDT) installed in response vehicles.
- Must be able to meet medical/physical requirements as identified in FS 633.412 (e) and NFPA 1582.
- Ability to pass SCFEMS's Physical Ability Test.
- Ability to pass the "PPE" mask fit test procedure.

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENTAL CONDITIONS:

- A considerable amount of time is spent working inside station facilities and field.
- Work is frequently performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, around loud noises, charged or oxygen-deficient atmospheres, downed power lines, in and among moving vehicles, and in varying and inclement weather, among others.
- Typically works Monday-Friday, 52 hrs/week.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status
 Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Construction and Traffic Inspector**

DEPARTMENT: **Public Works**

DIVISION: **Traffic and Stormwater**

GENERAL DESCRIPTION:

Responsible for quality assurance and quality control (QA/QC) technical work in connection with construction and rehabilitation of County roadway, bridge, and stormwater infrastructure. Areas of responsibility include construction inspection, contract management, field condition reviews, and surveying. The position requires work outdoors in the field and a professional office environment.

ESSENTIAL JOB FUNCTIONS:

1. Functions as lead construction inspector and coordinates written reports with consultant Construction Engineering Inspection (CEI) personnel. Monitors the progress of road and bridge construction projects by visiting construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed. Inspect the contractor's traffic control and ensure compliance with approved plans and the Manual on Uniform Traffic Control Devices (MUTCD). For projects behind schedule, a plan of action will be devised and recommended for implementation. Review contractors pay estimates for approval of installed quantities of work.
2. Functions as lead inspector for the Pavement Management Program. Schedules and performs annual road inspection and ensures rankings are completed.
3. Prepares written daily field reports. Reports contain information regarding the materials supplied and installed by the contractor and materials compliance with project specifications.
4. Operates surveying equipment to establish lines, verify cross slopes, cross-sections, and drainage features. Provides survey notes, plots, and checks cross-sections, centerlines, and grades. Transfers proposed grades to cross-section sheets and plots.
5. Performs field testing and preparation of samples for laboratory testing. Obtains representative project samples of construction materials for the testing laboratory.
6. Utility permit reviews and tracking as directed.
7. Inspects grading work for proper installation, materials, moisture content, width, mixture, and amount of materials. Computes excavation and fill, percentage of grade, and elevations.
8. Inspects the construction of drainage structures for appropriate alignment, grade, and reinforcement.
9. Assures the accurate review and interpretation of specifications, plans, service agreements, codes, regulations, permit conditions, standards, and laboratory analysis. Reviews Federal and State regulations, guidelines, and publications for information related to road construction and maintenance of traffic control activities.
10. Review, investigate, and respond to citizens concerns, service requests from other Divisions, phone calls, and as otherwise assigned.

11. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor. This includes assignment to the Sumter County Emergency Operations Center.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
13. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities..

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles, practices, and techniques of surveying, civil engineering, drafting, or engineering inspections.
- Knowledge of mathematics through algebra and geometry.
- Knowledge of methods, materials, and equipment common to public works/civil/environmental engineering projects.
- Knowledge of State of Florida Department of Transportation (FDOT) Standard Plans, Design Manual, and Standard Specifications for Road and Bridge Construction, latest edition.
- Ability to read and interpret complex engineering plans and specifications.
- Ability to make engineering computations quickly and accurately, the use of engineering calculator.
- Ability to understand and follow verbal and written instructions.
- Ability to perform specific technical duties.
- Ability to access, input and retrieve information from a computer.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Graduation from an accredited college or university with an Associate's Degree in Civil Engineering, Architecture, Surveying, or a closely related field, preferred.
- Four (4) years experience in civil engineering, surveying, drafting, or roadway/utility construction.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to the insurance provider.
- FDOT Construction Training Qualification Program (CTQP) Asphalt Paving Level 1 Certification within six (6) months of employment. Level 2 Certification of the same within 12 months.
- FDOT CTQP Earthwork Construction Inspector Level 1 Certification within six (6) months of employment. Level 2 Certification of the same within 12 months.
- FDOT Concrete Field Inspector Specification Certification within six (6) months of employment.
- FDOT Temporary Traffic Control (TTC) – Intermediate Level Certification within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)

- Moderate lifting or carrying (up to 50 pounds)
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Stooping
- Physical stamina to work outdoors, occasionally under adverse weather conditions.
- Ability to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions
- Works in or around noise, vibrations or dust

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Deputy Chief – Operations

DEPARTMENT: Fire and Emergency Medical Services

GENERAL DESCRIPTION:

Directly responsible for the daily activities of the Operations Division. Assists the Fire Chief on day-to-day operational matters. Responsible for developing and implementing strategic operational plans related to fire and EMS service delivery. Establishes and maintains communication and positive working relations with internal and external customers of the department. Performs a variety of duties requiring a high degree of public trust and confidence. May be required to assume the duties and responsibilities of the Fire Chief.

ESSENTIAL JOB FUNCTIONS:

1. Assists the Fire Chief in preparing and processing the yearly budget. Monitors the current budget for major expenditures.
2. Develops and implements short-term goals to complete projects that occur during the fiscal year.
3. Develops operational division response plans and ensures their implementation.
4. Develops and reviews drafts of policies, procedures, and S.O.G.'s for inclusion in the department's policy manual.
5. Assists with the development and implementation of plans and programs that affect the overall performance of the Department such as; new station locations, additional personnel, technology, etc.
6. Manages and Ensures the operational readiness of the department, it's resources, and equipment.
7. Supervises subordinate personnel, and provides timely performance reviews as appropriate.
8. Collaborates with Employee Services to assist in any investigations or personnel matters.
9. Facilitates public education and represents the department at public meetings and citizen groups when required.
10. Responds to major fires and other emergencies, including medical of a significant nature. Must be able to perform all key functions of Incident Command assuming the role of Incident Commander as needed. Works closely with Emergency Management, Local, State, and Federal agencies in managing the response to hazardous materials incidents and other multi-agency responses within Sumter County.
11. Carries phone and/or radio and responds to scenes after hours as required.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
13. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, shifts, callback, and holidays as required.

(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 marginal duties as requested.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the principles and practices of effective supervision and administration as it applies to the fire service
- Knowledge of telephone etiquette.
- Knowledge of building construction and how it affects fire behavior.
- Knowledge of the Florida Statutes and Rules, as well as local ordinances and codes pertaining to Pre-Hospital Emergency Medical Services, fire department operation, membership, personnel, training, and employment requirements.
- Knowledge of Firefighting Strategies and Tactics
- Knowledge of the use of the Florida Fire Incident Reporting System and related fire investigation software
- Skill in codes, ordinances, and records research techniques.
- Ability to operate office equipment.
- Ability to work effectively with the public, co-workers, and related agencies.
- Ability to communicate effectively both verbally and in writing
- Ability to work under pressure and meet deadlines.
- Ability to follow verbal and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.
- Ability to research applicable National Fire Protection Association (N.F.P.A.) Codes & Standards, both electronically (“on-line”) and in traditional (book or pamphlet) format.
- Ability to use and operate protective respiratory equipment, including Self Contained Breathing Apparatus.
- Ability to pass an annual physical examination by the County's contracted provider as prescribed by the Florida Statutes chapter 633.412 (e) and NFPA 1582.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Master's Degree in Fire Sciences, Fire Administration, or a reasonably related field.
- A minimum of eight (8) years' experience as a Fire Officer

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to the insurance provider.
- Possess and maintain a Firefighter Certificate of Compliance (Florida Certified Firefighter II) as per Florida State Statutes chapter 633.406(1)(a).
- Florida Certified Fire Officer II (FO III preferred)
- Possess and maintain Florida Certified Paramedic as per Florida State Statute chap. 401.27.
- Florida Certified Fire Service Instructor III
- Emergency Vehicle Operator's Course (EVOC)
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.

- Ability to sit at a desk, view a display screen and input data.
- Heavy lifting and carrying (over 100 pounds)
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Digging
- Walking
- Standing
- Climbing ladders
- Pushing, pulling and prying motions using fire service tools
- Able to wear and function while wearing a self-contained breathing apparatus and fire protective clothing
- Ability to pass the “PPE” mask fit test procedure.
- Operation of motor vehicle

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENT CONDITIONS:

- Works inside and outside in various weather conditions with noise, slippery surfaces, and uneven surfaces.
- Heights (up to 100 feet)
- May be exposed to stressful and hazardous situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Deputy Chief – Professional Standards

DEPARTMENT: Fire and Emergency Medical Services

GENERAL DESCRIPTION:

Directly responsible for the daily activities of the Training & Safety Division. Assists the Fire Chief on day-to-day matters associated with training, safety, health, and maintenance of the department's professional standards. Establishes and maintains communication and positive working relations with internal and external customers of the department. Performs a variety of duties requiring a high degree of public trust and confidence. May be required to assume the duties and responsibilities of the Fire Chief.

ESSENTIAL JOB FUNCTIONS:

1. Assists the Fire Chief in preparing and processing the yearly budget. Monitors the current budget for major expenditures.
2. Develops and implements short-term goals to complete projects that occur during the fiscal year.
3. Develops short and long term training & safety initiatives. Ensures their implementation through presentation and training of Operations personnel.
4. Develops and implements new hire and promotional testing, training, orientation.
5. Serves as the department's Accreditation Manager. Develops and ensures department compliance with organization's Standards of Cover document.
6. Facilitates and make recommendations in cooperation with Employees Services Staff for the health and safety of department personnel
7. Develops and reviews drafts of policies, procedures, and S.O.G.'s for inclusion in the department's policy manual.
8. Supervises subordinate personnel, and provides timely performance reviews as appropriate.
9. Collaborates with Employee Services to assist in any investigations or personnel matters.
10. Facilitates public education and represents the department at public meetings and citizen groups when required.
11. Responds to major fires and other emergencies, including medical of a significant nature. Must be able to perform all key functions of Incident Command assuming the role of Incident Commander as needed. Works closely with Emergency Management, Local, State, and Federal agencies in managing the response to hazardous materials incidents and other multi-agency responses within Sumter County.
12. Carries phone and/or radio and responds to scenes after hours as required.
13. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.

14. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, shifts, callback, and holidays as required.

(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 marginal duties as requested.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the principles and practices of effective supervision and administration as it applies to the fire service
- Knowledge of telephone etiquette.
- Knowledge of building construction and how it affects fire behavior.
- Knowledge of the Florida Statutes and Rules, as well as local ordinances and codes pertaining to Pre-Hospital Emergency Medical Services, fire department operation, membership, personnel, training, and employment requirements.
- Knowledge of Firefighting Strategies and Tactics
- Knowledge of the use of the Florida Fire Incident Reporting System and related fire investigation software
- Skill in codes, ordinances, and records research techniques.
- Ability to operate office equipment.
- Ability to work effectively with the public, co-workers, and related agencies.
- Ability to communicate effectively both verbally and in writing
- Ability to work under pressure and meet deadlines.
- Ability to follow verbal and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.
- Ability to research applicable National Fire Protection Association (N.F.P.A.) Codes & Standards, both electronically ("on-line") and in traditional (book or pamphlet) format.
- Ability to use and operate protective respiratory equipment, including Self Contained Breathing Apparatus.
- Ability to pass an annual physical examination by the County's contracted provider as prescribed by the Florida Statutes chapter 633.412 (e) and NFPA 1582.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Master's Degree in Fire Sciences, Fire Administration, or a reasonably related field.
- A minimum of eight (8) years' experience as a Fire Officer

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to the insurance provider.
- Possess and maintain a Firefighter Certificate of Compliance (Florida Certified Firefighter II) as per Florida State Statutes chapter 633.406(1)(a).
- Florida Certified Fire Officer II (FO III preferred)
- Possess and maintain Florida Certified Paramedic as per Florida State Statute chap. 401.27.
- Florida Certified Fire Service Instructor III
- Emergency Vehicle Operator's Course (EVOC)
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to sit at a desk, view a display screen and input data.
- Heavy lifting and carrying (over 100 pounds)
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Digging
- Walking
- Standing
- Climbing ladders
- Pushing, pulling and prying motions using fire service tools
- Able to wear and function while wearing a self-contained breathing apparatus and fire protective clothing
- Ability to pass the “PPE” mask fit test procedure.
- Operation of motor vehicle

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENT CONDITIONS:

- Works inside and outside in various weather conditions with noise, slippery surfaces, and uneven surfaces.
- Heights (up to 100 feet)
- May be exposed to stressful and hazardous situations.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Economic Development Director

DEPARTMENT: County Administrator

DIVISION: Economic Development

GENERAL DESCRIPTION:

Highly responsible, independent, professional, administrative, and technical work in the administration of all activities of Economic Development including business retention and expansion, business recruitment, and property development/redevelopment. Manages consultants utilized in support of essential job functions.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for administering the directives of the County Administrator.
2. Responsible for managing Tourism functions and directives.
3. Responsible for overseeing Housing Services and Housing Assistance Programs.
4. Prepares regular status reports for the County Administrator regarding economic development activities and opportunities.
5. Develops and implements work plans related to economic development activities. Monitors the progress of economic development programs and various local economic indicators.
6. Recruits new businesses, manages expansion and retainment activities for targeted industries in Sumter County.
7. Manages Federal and State Economic Development programs at the local level.
8. Develops and maintains the site inventory database for all industrial and other designated property.
9. Develops and implements short and long range business retention, expansion, and recruitment marketing and support plans.
10. Prepares and submits regular informative communications with existing targeted industries.
11. Gathers statistics, reports and exhibits. Researches and analyzes data. Makes presentations and recommendations to the County Administrator, Businesses, Industries, and Public agencies, as needed.
12. Manages the content of the websites for Economic Development, Tourism, and the Sumter County Industrial Development Authority.
13. Conducts regular site visits to county businesses and industries to develop public-private sector partnerships and to monitor business needs.
14. Monitors and oversees the cooperative agreement and ongoing operations of the Small Business Development Office in partnership with the University of Central Florida.
15. In cases of emergency or crisis situation (hurricane, flood, etc.) position is required to perform recovery duties as assigned by the immediate supervisor.

16. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least (one) 1 year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
17. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of economic development functions and organization.
- Knowledge of business English, spelling, and punctuation.
- Knowledge and experience with comprehensive planning and land development regulations, policies, rules and statutes to operate at a proficient level.
- Skill in typing, filing and records research techniques.
- Skill in operating computers and various office equipment.
- Ability to acquire sufficient knowledge of the processing of applications for development approval and permitting and of development inspections to operate at a proficient level.
- Ability to read site plans and legal descriptions, to use a variety of maps and map scales, to interpret map data, and convey that information to the public
- Ability to read and/or prepare a variety of forms and documents using proper format.
- Ability to understand and follow complex polices, laws, and directives.
- Ability to establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals and the general public.
- Ability to work effectively with the public.
- Ability to effectively present to large audiences.
- Ability to follow oral and written instructions.
- Ability to follow through on designated tasks.
- Ability to communicate effectively both orally and in writing.
- Ability to access, input, and retrieve information from a computer using Microsoft Word, Microsoft Excel, GIS, and other programs.
- Ability to multi-task within an environment of shifting priorities and deadlines.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Marketing, or closely related field.
- Graduation from an accredited college or university with a Master degree in Public Administration, Business Administration, Marketing or a closely related field preferred.
- Six (6) years experience in a progressively responsible position in economic development, public administration, business administration, or a closely related field.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Certified Economic Developer (CEcD) preferred.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to operate a motor vehicle
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to enter data into a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works outside for field inspections and site visits periodically.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Economic Development Specialist

DEPARTMENT: County Administrator

DIVISION: Economic Development

GENERAL DESCRIPTION:

Advanced specialized work providing support to the Economic Development Director. Provides administrative, and technical support in the administration of all activities of Economic Development including business retention and expansion, business recruitment, and property development/redevelopment.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the preparation of regular status reports for the County Administrator regarding economic development activities and opportunities.
2. Monitors the progress of economic development programs and various local economic indicators.
3. Supports the Economic Development Director in recruiting and retaining targeted industry in Sumter County.
4. Maintains the site inventory database for all industrial and other designated property.
5. Prepares and submits regular informative communications with existing targeted industries per direction of the Economic Development Director.
6. Conduct regular site visits to county businesses and targeted industries to monitor business needs per direction of the Economic Development Director.
7. Gathers statistics, reports, and exhibits. Researches and analyzes data. Makes presentations and recommendations to the Economic Development Director.
8. Maintains the content of the websites for Economic Development, tourism and the Industrial Development Authority..
9. Assist the Economic Development Director with short and long-range strategic and marketing plans.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by the immediate supervisor.
11. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
12. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of economic development functions and organization.
- Knowledge of business English, spelling, and punctuation.
- Knowledge and experience with comprehensive planning and land development regulations, policies, rules and statutes to operate at a proficient level.
- Skill in typing, filing and records research techniques.
- Skill in operating computers and various office equipment.
- Ability to acquire sufficient knowledge of the processing of applications for development approval and permitting and of development inspections to operate at a proficient level.
- Ability to read site plans and legal descriptions, to use a variety of maps and map scales, to interpret map data, and convey that information to the public
- Ability to read and/or prepare a variety of forms and documents using proper format.
- Ability to understand and follow complex polices, laws, and directives.
- Ability to establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals and the general public.
- Ability to follow oral and written instructions.
- Ability to follow through on designated tasks.
- Ability to communicate effectively both orally and in writing.
- Ability to multi-task within an environment of shifting priorities and deadlines.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with an Associate's degree in Business Administration, Marketing, or closely related field.
- Two (2) years experience in a progressively responsible position in economic development, public administration, business administration, or a closely related field.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to operate a motor vehicle
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to enter data into a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works outside for field inspections and site visits periodically.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non - Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Emergency Management Director**

DEPARTMENT: **Assistant County Administrator**

DIVISION: **Emergency Management**

GENERAL DESCRIPTION:

This is a division head managerial and supervisory position responsible for planning, operations, and administrative work in coordinating and promoting a countywide comprehensive emergency management program. This position organizes plans for emergency preparedness, response, mitigation, and recovery operations for all natural and man-made hazards that affect the county.

ESSENTIAL JOB FUNCTONS:

1. Perform the duties as required by Florida Statutes, Chapter 252, Florida Administrative Code Chapter 27P-6, 44 Code of Federal Regulations Part 13, Sumter County Code of Ordinances, Sumter County Board of County Commissioners (BOCC) Policies and Regulations.
2. Develop, administer and maintain the policies, procedures, and programs necessary for a comprehensive emergency management department including but not limited to the local comprehensive emergency management plan (CEMP) and continuity of operations plan (COOP). Coordinate the CEMP with local, state, and federal agencies.
3. Provides weekly briefings to the County Administrator and the emergency service functions (ESF) related to but not limited to threat level conditions for Sumter County and the data/trend information related to each (i.e., hurricanes, wildfires, terrorism, etc.).
4. Ensures the Emergency Operations Center and any back-up Emergency Operations Center is fully operational at all times to support all emergency service functions to include but not limited to a computer, audio/visual, telephone, and radio equipment and any associated software.
5. Manage day-to-day operational support of public safety technology services to include coordinating radio maintenance and repair, and coordinating contracted vendor support.
6. Manage emergency management grants, budgets, and expenditures to ensure full compliance of the grant documents and balanced budgets. Provide monthly reports as required.
7. Single point of contact who serves as coordinator for the county's Incident Management System implementation.
8. Maintains accurate and complete records as well as provides ongoing status reports of all functions and projects as assigned to include but not limited to National Incident Management System (NIMS) compliance documentation, interstate, and intrastate agreements, grant contracts, and other service related contracts.
9. Develop, maintain, and coordinate a comprehensive resource program that involves pre-disaster, systematic identification of resource requirements, shortfalls, and inventories.
10. Develop, maintain, and coordinate an effective countywide alert and notification program.
11. Develop, maintain, and coordinate a countywide special needs program for the elderly, disabled, and others with special needs in an emergency and a countywide evacuation plan.

12. Develop, maintain, and coordinate a countywide all-hazards emergency sheltering plan.
13. Provides recommendations for action to the respective ESF agencies based on the current threat levels conditions.
14. Supervises department staff and programs which involve instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, recommending and approving transfers, promotions, disciplinary actions, discharges, and salary increases.
15. Travels to and participates in educational and public information programs of the department. Attends and/or conducts training, emergency management exercises, and administrative meetings as required.
16. Maintains accreditation for the Division.
17. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
18. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as required.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative and management concepts and practices.
- Knowledge of modern business methods and procedures as applied to county government.
- Knowledge of Emergency Management process and practices.
- Skill in the use of computers and various computer software products.
- Ability to remain calm in stressful emergency situations.
- Ability to understand and follow oral and written instructions quickly.
- Ability to establish and maintain effective working relationships with employees and management as necessitated by the work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively perform prolonged and strenuous work under adverse emergency conditions involving physical and mental stress.
- Ability to think clearly and use independent judgment in routine and non-routine situations which may occur.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's Degree in an emergency management related discipline
- Ten (10) years of progressive experience in the emergency management or related field.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Possess and maintain a valid Florida Driver's License and driving record acceptable to insurance provider.
- Florida Professional Emergency Manager Certification within one year of employment
- Completion of the Federal Emergency Management Agency (FEMA) Professional Development Series courses and the Advanced Development Series courses within one year of employment.

- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Must be able to communicate using speech, hearing, and vision skills.
- Moderate lifting and carrying (up to 50 pounds)
- Sitting
- Walking
- Standing
- Kneeling
- Bending
- Must be able to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

- A considerable amount of time is spent working inside an office environment
- Some outside activity will occur subject to weather conditions associated with gathering information and creating reports in the field.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Emergency Management Technician**

DEPARTMENT: **Assistant County Administrator**

DIVISION: **Emergency Management**

GENERAL DESCRIPTION:

Under the general supervision of the Emergency Management Director, the employee is assigned duties in administrative and operational work developing, coordinating, and implementing plans, programs, and systems for all emergency management mission areas including prevention, preparedness, mitigation, response, and recovery. Provides responsible technical coordination of public safety radio and technology programs, mission-critical hardware, and software and technical support to public safety agencies. Supports the Emergency Management Director in the management of the County's communication and technology programs.

ESSENTIAL JOB FUNCTIONS:

1. Assists in the coordination of emergency preparedness, response, recovery, and mitigation activities with local, state, and federal agencies.
2. Works directly with outside contractors including, but not limited to: public safety radio, and other contracted resources.
3. Tracks the progress of communications and technology projects. For projects behind schedule, a plan of action will be devised and recommended for implementation.
4. Coordinates with applicable regulatory and regional agencies as directed.
5. Assists in the development, implementation, or coordination of emergency management plans and procedures.
6. Inventories, inspects and tests response equipment such as radios, supplies, vehicles, computers, and facility systems, as assigned
7. Develops and promotes public education materials; provides public presentations to varying audiences
8. Generates various complex and specialized correspondence, memorandums, agendas, reports, forms, and manuals
9. Participates in various working groups and planning committees
10. Assists in emergency management exercises and drills
11. In case of emergency or crisis situation (hurricane, flood, etc.), the position is required to respond/perform recovery duties as assigned by immediate supervisor.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.

13. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, weekends, and holidays as required.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative support functions, e.g., records management, report processing, and finance administration
- Skill in interpersonal communications with the ability to communicate verbally, in writing. Must be able to conduct presentations and platform instruction.
- Skill in the use of computers and the ability to access, operate, and maintain various software applications, as well as, operate basic office equipment.
- Ability to review and understand local, state, and federal regulations, rules, and standards related to programs supported by the Emergency Management Division.
- Ability to work in a dynamically changing environment supporting team members in the coordination of disaster management activities
- Ability to operate communications equipment, generators, outdoor lighting, audio/visual systems, and other field response equipment.
- Ability to establish and maintain effective working relationships and communications with other agencies, personnel, co-workers, and public
- Ability to understand and follow oral and written instructions quickly.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with an Associate's degree in emergency management, business or public administration, or related field.
- Two (2) years of experience in emergency management, public safety, or public administration.
- Three (3) years of project management experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and driving record acceptable to the insurance provider
-
- FEMA Professional Development Series within 6 months of employment
- Florida Professional Emergency Manager Certification within three (3) years.
- Required National Incident Management System (NIMS) certifications within six (6) years of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to sit or stand or walk for long periods of time.
- Lifting equipment up to 25 lbs alone; up to 50 lbs with assistance.
- Must be able to effectively communicate, both orally and in writing.

ENVIRONMENT CONDITIONS:

- Routinely works normal office hours, but must be prepared to work flexible hours (including nights, weekends, and holidays) or overtime when required due to emergencies.
- Occasionally works impacted areas during emergency situations

- Perform duties under varying, and possible extreme, weather conditions
- Requires some local travel to perform assessments or attend meetings
- May be required to attend out-of-town seminars/training of overnight or longer duration.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Engineer**

DEPARTMENT: **Public Works**

DIVISION: **Design**

GENERAL DESCRIPTION:

Under general direction, is responsible for managing and coordinating activities relating to County maintained infrastructure including but not limited to roadway improvements, traffic control devices, stormwater projects, and utility permits.

ESSENTIAL JOB FUNCTIONS:

1. Facilitates engineering functions and manages the planning, design, and construction of transportation and stormwater projects. This includes the management of professional services and construction contracts and coordination with internal and external stakeholders, as directed.
2. Applies engineering principals in the planning/environmental phase, design phase, and construction phase of projects, as assigned.
3. Inspects construction sites and reviews construction progress to ensure conformity to plans, specifications, and schedules, as needed.
4. Performs inspections of roadways to determine pavement condition and supports the pavement management program, as directed.
5. Reviews studies and site plans submitted by developers or their agents and assists in the recommendation of mitigation measures.
6. Assures the accurate review and interpretation of specifications, plans, service agreements, codes, regulations, permit conditions, standards, and laboratory analyses, as directed.
7. Assists in resolving rights-of-way issues that include road closing/vacation petitions, title examinations, survey work for boundary surveys and legal descriptions, and coordination of consultant assistance, as needed, to address rights-of-way issues.
8. Assists in the preparation of documents required for the selection of consultants and contractors; serves as a member of selection committees for reviewing vendor qualifications.
9. Assists with Driveway Permit, Utility Permit, and Rights-of-Way Use Programs, to ensure compliance with the Sumter County Code of Ordinances and Design Standards.
10. Reviews Federal and State regulations, guidelines and publications for design, construction and maintenance information related to roads, traffic and stormwater facilities.
11. Prepares and revises cost estimates for economic analysis of any given project.
12. Provides technical engineering support for natural and engineered infrastructure systems.
13. In case of emergency or crisis situation (hurricane, tornado, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by the supervisor.

14. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
15. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles, practices, standards, and techniques of the assigned area of engineering, construction management, project management, and/or land development.
- Knowledge of State of Florida Department of Transportation (FDOT) rules, regulations and FDOT Standard Plans and Design Manual.
- Skilled in the use and care of engineering tools; reading and interpreting design plans, utility plans, transportation impact analysis, site plans, and utility permits; use of computer programs such as Microsoft Office.
- Ability to read and interpret complex engineering plans and specifications.
- Ability to make engineering computations quickly and accurately.
- Ability to understand and follow verbal and written instructions.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering or a closely related field.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven and a driving record acceptable to the insurance provider.
- FDOT Local Agency Project (LAP) Training/County LAP certification within one (1) year of employment.
- FDOT Maintenance of Traffic Control – Intermediate Level Certification within one (1) year of employment.
- Passing score on the NCEES Fundamentals of Engineering Exam within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting or carrying (up to 30 pounds)
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Stooping
- Physical stamina to work outdoors, occasionally under adverse weather conditions.

- Ability to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in varying weather conditions
- Works in or around noise, vibrations, or dust

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Facilities and Parks Manager**

DEPARTMENT: **Public Works**

DIVISION: **Facilities and Parks**

GENERAL DESCRIPTION:

Responsible supervisory work in directing a program of care, maintenance, and repair of buildings, parks, and facilities. This position reports to the Assistant Public Works Director – Facilities and Parks.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and participates in the work of skilled and semi-skilled personnel engaged in maintenance and repair, including plumbing, painting, carpentry, heating, and air conditioning, electrical systems, and fixtures, and all other building components in the remodeling and renovation of County-owned/leased buildings and facilities. This involves instructing, assigning, and reviewing work, planning, maintaining standards, coordinating activities, budget preparation, and monitoring, and allocating personnel.
2. Plans, coordinates, and supervises Division personnel in the maintenance, construction, and repair of parks, and the development and implementation of long-range plans for those facilities. Conducts inspections of park areas to ensure the quality of maintenance. Trains crew members in the proper safety and operation of Division equipment.
3. Establish and maintain daily inspection of buildings for cleanliness and repair needs.
4. Reads and interprets building construction drawings, specifications, materials, equipment, and fixture product/catalog information sheets to investigate and resolve problems pertaining to building maintenance issues. Tracks maintenance productivity.
5. Makes recommendations regarding the need for contracted services. Responsible for the supervision of service contracts.
6. Manages contracts for the design, construction management, and construction of building renovation and new building projects.
7. Procures and controls the use of supplies and equipment.
8. Maintain facilities protocol in terms of routine, periodic, preventative, and emergency maintenance records and makes reports as required.
9. Confers with Division Heads regarding their maintenance needs and problems. Communicates with occupants of the area being serviced in terms of scope of work and the estimated timeline of services.
10. Analyze data trends from Department software systems and other sources to optimize Division efficiency and enhance customer service while controlling expenditures.
11. Processes account invoices, prepares Board of County Commissioners (BOCC) Executive Summary items related to changes in contractor pricing. Addition or deletion of service amendments to existing contracts.

12. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by the immediate supervisor.
13. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
14. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, and holidays as requested..

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the methods, techniques, tools, and materials used in the building trades.
- Knowledge of the occupational hazards associated with various trades work and the pertinent safety precautions.
- Knowledge of the materials commonly used in the care and maintenance of grounds and buildings.
- Skill in the use of computers and computer software programs Ability to layout work and instruct skilled and semi-skilled workers in a variety of maintenance activities.
- Ability to maintain records, prepare written technical reports, estimates, and cost records using mathematical functions, calculation of ratios, rates, and percentages.
- Ability to establish and maintain good working relationships with associates and the general public.
- Ability to read and interpret sketches and blueprints.
- Possession of effective supervisory ability.
- Ability to communicate effectively, both verbally and in writing, to understand, issue, and carry out verbal and written directions.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with an Associate degree in Engineering Technology, Facilities Management Technology, Construction Management, or a closely related field.
- Four (4) years experience in general building maintenance and repair, including some experience as a trade's foreman or a similar supervisory capacity.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing.
- Heavy lifting and carrying (up to 100 lbs)
- Reaching
- Climbing
- Walking

- Standing
- Driving

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENTAL CONDITIONS:

- Works inside and outside with: solvents, electrical energy, uneven surfaces, in and with moving objects and equipment, heights (up to 50 feet)

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Field Supervisor**

DEPARTMENT: **Public Works**

DIVISION: **Operations**

GENERAL DESCRIPTION:

Supervisory Field Supervisor work in Public Works construction and maintenance. Leads a crew and manages multiple pieces of heavy equipment to perform assigned tasks on the County rights-of-way, and elsewhere as assigned. Trains assigned personnel to perform tasks safely.

ESSENTIAL JOB FUNCTIONS:

1. Functions as Field Supervisor in road and highway maintenance and construction operations. Supervises the construction, rebuilding, and replacing of culverts and drainage structures, patching roads, and minor bridge repairs.
2. Reviews the work of crews performing construction and maintenance projects done by backhoes , bulldozers, motor graders, trucks, mowing equipment, other earthmoving and construction equipment.
3. Contacts public in the area where equipment and crews are working making necessary property right-of-entry arrangements. Answers questions regarding concerns, requests or information from the public about projects. Reports actions and more complex public questions to the supervisor.
4. Performs equipment operation and laboring duties when not supervising crews.
5. Manages and evaluates assigned personnel using the County's employee performance appraisal system and forms.
6. Uses the Florida Department of Transportation (FDOT) Standard Plans to set-up and maintain Temporary Traffic Control using the correct signage and barricades.
7. Trains crew members in the tasks and proper operation of construction equipment, and temporary traffic control per FDOT standards.
8. Maintains time and material records. Receives assignments remotely from department software systems via field laptops and/or tablets, and creates work orders based on the same. Identifies trend areas from department software systems data sets and makes recommendations to the Road and Bridge Superintendent and/or the Assistant Public Works Director – Operations.
9. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
10. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
11. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the operation, maintenance, limitations, and safety precautions of construction equipment.
- Knowledge of tools and practices used in general labor work.
- Ability to operate equipment in a safe and efficient manner.
- Ability to understand and follow verbal and written instructions.
- Physical strength and ability sufficient to operate heavy equipment.
- Ability to perform manual labor under adverse weather conditions.
- Ability to lead crews and use effective communication skills.
- Ability to receive customer service requests via laptop/tablet and create work orders remotely.
- Ability to communicate via radio, cell phone, and email technology.
- Basic analysis skills of data.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Five (5) years experience in the maintenance or construction of roads and highways, including, experience at a crew leader level.
- One (1) year supervisory experience.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Class "A" Temporary Driving Permit within sixty (60) days of employment and a driving record acceptable to the insurance provider.
- Valid Florida Class "A" Commercial Driver License within six (6) months of employment and a driving record acceptable to the insurance provider.
- Florida Department of Transportation Temporary Traffic Control (TTC) – Basic Level Certification within six (6) months of employment.
- Florida Department of Transportation Temporary Traffic Control (TTC) - Intermediate Level Certification within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting and carrying (up to 50 pounds)
- Reaching
- Climbing
- Pushing
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Driving and operating equipment

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions with electricity, and uneven surfaces.
- Works in moving objects or vehicles
- Works on equipment with heights (up to 30 feet)
- Works below ground level

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Firefighter/EMT

DEPARTMENT Fire and Emergency Medical Services

GENERAL DESCRIPTION:

To protect life and property by controlling and extinguishing fires, performing first response emergency medical techniques and patient care procedures, responding to disasters and other emergencies. Must comply with all county and department policies and procedures and ensure the maintenance of department equipment, apparatus and stations. Work is performed under the general supervision of the Lieutenant/ Battalion Chief.

ESSENTIAL JOB FUNCTIONS:

1. Responds to fire alarms in the county; drives and operates all emergency response vehicles and apparatus in safe and lawful manner.
2. Performs fire suppression activities.
3. Assists in rescue operations; administers emergency medical care to sick and injured persons.
4. Performs salvage and overhaul operations at fire scenes.
5. Maintains and checks fire equipment for serviceability and assists in minor repairs and maintenance of equipment as directed. Performs routine cleaning of apparatus and facilities on a daily basis.
6. Attends training sessions for firefighting, rescue techniques, emergency medical care and other areas of training as required.
7. Prepares and submits routine records and reports.
8. Assists in departmental activities in preparation for a major emergency, such as a hurricane, other natural or manmade disasters, and assists with aftermath activities such as inspection, clean-up, and disaster relief.
9. Participates in fire prevention activities and training to improve public awareness of fire safety.
10. Essential functions as described in the current edition of NFPA 1582.
11. Abides by department and county policies, represents the department and county in a professional, courteous and considerate manner.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
13. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings and nights, work shifts, callback and holidays as required

(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 marginal duties as requested.)

MINIMUM QUALIFICATIONS:**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of telephone etiquette.
- Knowledge of building construction and how it affects fire behavior.
- Knowledge of the streets, roads, and geography of the county.
- Knowledge of firefighting techniques and procedures
- Knowledge of first response emergency medical principles and procedures.
- Knowledge of the operation and maintenance of various types of firefighting apparatus.
- Ability to operate office equipment.
- Ability to work effectively with the public, co-workers, and related agencies.
- Ability to communicate effectively both verbally and in writing.
- Ability to work under pressure and meet deadlines.
- Ability to follow verbal and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.
- Ability to perform prolonged and arduous work under adverse conditions.
- Ability to work rotating shifts, including nights, weekends and holidays.
- Ability to respond to work when off duty as required, including nights weekends and holidays.
- Ability to use and operate protective respiratory equipment, including self contained breathing apparatus (SCBA).

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida driver's license of the correct class for the vehicle driven, and driving record acceptable to insurance provider.
- Certificate of Compliance (Florida Certified Firefighter II) as per Florida State Statute 633.406(1)(a)
- Florida Certified Emergency Medical Technician Basic (EMT-B) Or Florida Certified Emergency Medical Technician Paramedic (EMT-P) as per Florida State Statute 401.27
- Possession and maintenance of a current American Heart Association (or approved equivalent) CPR card; as well as ACLS if a Paramedic.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Must be able to meet medical/physical requirements as identified in FS 633.412 (e) and NFPA 1582. Ability to pass SCFEMS Physical Ability test.
- Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Crawling: Moving about on hands and knees or hands and feet.
- Kneeling: Bending legs and knees to come to rest on knee or knees.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces.
- Stooping: Bending body downward and forward bending spine at the waist.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crouching: Bending the body downward and forward by bending legs and spine.
- Reaching: Extending hand(s) and arm(s) in any direction.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- Standing: Particularly for sustained periods of time.
- Sitting: Particularly for sustained periods of time.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Ability to receive detailed information through oral communications, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
- Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
- Ability to pass department's Physical Ability test.
- Able to wear and function while wearing a self contained breathing apparatus (SCBA) and fire protective clothing.
- Ability to pass "PPE" mask fit test procedures.

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENT CONDITIONS:

- Works inside and outside in various weather conditions with noise, slippery surfaces, and uneven surfaces.
- Extreme cold: Temperatures below 32 degrees for periods of more than one hour.
- Extreme heat: Temperatures above 100 degrees for periods of more than one hour.
- Noise: Sufficient noise to cause the worker to shout in order to be heard.
- Vibration: Exposure to oscillating movements of the extremities or the whole body.
- Hazardous situations: Proximity to moving mechanical parts, electrical current, working on scaffolding and high places (up to 100 feet), and exposure to chemicals.
- Atmospheric conditions: One or more of the following conditions that affect respiratory conditions or the skin: Fumes, odors, dust, mists, gases, or poor ventilation.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Reviewed 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Fleet Maintenance Technician

DEPARTMENT: Assistant County Administrator

DIVISION: Fleet Services

GENERAL DESCRIPTION:

Coordinates vehicle and equipment repair and maintenance for applicable vehicles and equipment.

ESSENTIAL JOB FUNCTIONS:

1. Manages workflow (work order request) in the assigned location.
2. Understand and ensure compliance with vehicle and equipment manufacturer warranty and policy procedures.
3. Monitors shop conditions including cleanliness, safety, and conditions.
4. Acts as the liaison between County users and contracted service providers.
5. Coordinates with the service providers to maintain high-quality service repairs to minimize comebacks. Conduct periodic spot checks of completed jobs for thoroughness and quality.
6. May be required to service vehicles and equipment with fuel, fluids, or lubricants; may spray paint vehicles as needed. Operates and transports all vehicles and equipment within the division.
7. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by the immediate supervisor.
8. 8.Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
9. 9.Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of construction, assembly, repair, and maintenance of a wide variety of vehicles and equipment.
- Knowledge of all types of mechanic's shop tools.
- Mechanical aptitude.
- Skill in applying methods and techniques in the use of automotive or diesel repairs.
- Ability to follow oral and written directions.
- Ability to repair diesel motors, pumps, and public works equipment.
- Ability to diagnose the defects of worn or broken parts on engines.
- Ability to perform tune-ups; electrical, brake, air conditioning and cooling system, exhaust system repairs; front end and clutch repairs; pumps and related equipment maintenance.
- Ability to operate a computer

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Two (2) years of industry experience in the small engine/automotive/truck repair field.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Class "A" Temporary Driving Permit within (60) days of employment and a driving record to the insurance provider.
- Valid Florida Class "A" Commercial Driver License within six (6) months of employment and a driving record acceptable to the insurance provider.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (over 45 pounds)
- Reaching
- Climbing
- Distinguish colors
- Pulling
- Pushing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Driving
- Equipment Operation to test repairs.

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENTAL CONDITIONS:

- Works inside
- Works in noise, dust, fumes, grease or oils, electrical energy
- Slippery surfaces
- With moving objects or vehicles

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Lieutenant

DEPARTMENT: Fire and Emergency Medical Services

GENERAL DESCRIPTION:

Professional and technical position responsible for the direct supervision of assigned station personnel engaged in firefighting, EMS, and related operations. This position is often referred to as a Company Officer. The duties performed require the application of technical and supervisory skills including decision-making, initiative, and leadership within established departmental and county policies, procedures, and practices. Reports to a Battalion Chief. The person in this position is accountable for the fulfillment of all duties and authority commensurate with assigned responsibilities.

ESSENTIAL JOB FUNCTIONS:

1. Responds to emergency and non-emergency calls for service in the county; drives and operates all emergency response vehicles and apparatus in safe and lawful manner
2. Assumes command of and responsibility for fire and other emergency scenes until otherwise relieved of command by a higher-ranking officer.
3. Directs and performs the modern firefighting methods and techniques necessary to extinguish a fire efficiently, to provide for the safety of personnel, rescue persons trapped or injured in fires or other emergencies, and protect property and the environment.
4. Administers pre-hospital emergency medical care to sick and injured persons.
5. Responsible for the cleanliness and maintenance of fire stations, apparatus, equipment, and records. Participates in station duties as required.
6. Meets with on-coming or off-going personnel to discuss events of the previous day, status of emergency vehicles, condition of facility, and changes in operating procedures, upcoming events, and other related shift exchange information.
7. Inspects personal protective equipment of assigned personnel for safety and adequacy.
8. Makes initial determination as to possible origin and cause of fire, works with Fire Inspector/Investigator on final cause determination.
9. Coordinates, prepares, and participates in daily training schedules for assigned station personnel consisting of topics such as multi-company, single company, in-house self-study, EMS, fire evolution, building inspections, area familiarization, map updates, equipment study, incident command, resource management, fire ground accountability, and other similar programs.
10. Coordinates, prepares, delivers, and participates in public education programs such as engine demonstrations, station tours, smoke detector installations, static displays and other programs that may be coordinated, and scheduled by the department.
11. On a shift-by-shift basis, develops schedules and work programs for assigned personnel with due regard to the equal division of work, wherever possible, evaluates the performance of assigned personnel on all aspects of their jobs such as emergency calls, public relations, tactical surveys, station duties, fire scene efficiency, interpersonal relationships with fellow employees, management, and the general public to who fire rescue services are provided.

12. Prepares and maintains departmental records and reports according to established record keeping policies and procedures; reviews completed Fire, EMS, and departmental reports for thoroughness and completeness.
13. May be required to prepare and submit detailed monthly reports to the Battalion Chief listing the accomplishments of the station and/or assigned personnel.
14. Coordinates and participates with assigned personnel in the department's physical fitness Program as approved by the Fire Chief.
15. Practices and enforces Department Policies and Procedures and the BOCC's Policies and procedures.
16. Strives to maximize effective communications between assigned personnel, management, other employees throughout the county, and the general public.
17. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
18. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings and nights, work shifts, callback, and holidays as required.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of pre-hospital patient care for Basic Life Support and Advanced Life Support (if Paramedic) methods and procedures.
- Ability to pass a physical examination by the county's contracted provider as prescribed by the Florida Statute 633.412 (e) and NFPA 1582.
- Considerable knowledge of fire suppression and prevention methods, tools, equipment and appliances, procedures and techniques.
- Ability to understand and follow oral and written instructions quickly.
- Ability to establish and maintain effective working relationships with employees and management as necessitated by the work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Must possess adequate computer skills.
- Ability to effectively perform prolonged and strenuous work under adverse emergency conditions involving physical and mental stress.
- Ability to efficiently operate the wide variety of firefighting equipment utilized within the Department.
- Ability to think clearly and use independent judgment in routine and non-routine situations which may occur.
- Ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services by the Department and to promote team unity.

EDUCATION AND EXPERIENCE:

- Associate's Degree in an approved emergency services related field from an accredited college or university.
- Minimum three (3) years' experience as a firefighter.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License and driving record acceptable to insurance provider.
- Possession and maintenance of a current State of Florida Firefighter Minimum Standards Compliance Certificate) as per Florida State Statute chap. 633.406(1)(a).
- Possession and maintenance of a current State of Florida EMT or Paramedic Certification as per Florida State Statute chap. 401.27.
- Possession and maintenance of a current American Heart Association (or approved equivalent) CPR card, and ACLS card if paramedic.
- Florida Fire Officer II Certification
- Florida Fire Instructor I Certification preferred.
- Florida Pump Operator Certification.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Must be able to wear all assigned bunker gear and perform related emergency scene duties in an effective and efficient manner.
- Job tasks require frequent lifting and carrying of heavy weights (forty-five (45) pounds and over), climbing, good vision, good hearing, ability to distinguish odors, the ability to walk, run, drive vehicles, crawl, stoop, push, jump, grasp hoses, grasp and manipulate small objects, work on unsteady footing, and use other emergency and firefighting equipment as required.
- Must be able to effectively communicate, both orally and in writing.
- Must be able to utilize a computer and/or typewriter keyboard and be able to proficiently navigate the Mobile Data Terminals (MDT) installed in response vehicles.
- Must be able to meet medical/physical requirements as identified in FS 633.412 (e) and NFPA 1582.
- Ability to pass SCFEMS's Physical Ability test.
- Ability to pass "PPE" mask fit test procedure.

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENTAL CONDITIONS:

- A considerable amount of time is spent working inside station facilities and field.
- Work is frequently performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, around loud noises, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles, and in varying and inclement weather, among others.
- Normally works a 24 hours on duty, 48 hours off duty shift.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Maintenance Technician

DEPARTMENT: Public Works

DIVISION: Facilities and Parks

GENERAL DESCRIPTION:

Performs skilled work in the overall maintenance of County owned; facilities, historical markers, parks, cemeteries, and trails

ESSENTIAL JOB FUNCTIONS:

1. Reads and understands blueprints, schematics, or wiring diagrams.
2. Installs and maintains plumbing fixtures and appliances, as well as installs water lines, sewer lines, drainage lines, pipes, and pipe repair.
3. Operates various trade equipment such as, but not limited to, power saws, planers, routers, bench grinders, sanders, cement mixers, paint sprayers, pressure cleaning equipment, trenchers, chain saws, trimmers, small trucks, and automotive equipment.
4. Prepares layout, selects a specified type of lumber and materials to complete assigned carpentry tasks successfully. Fits and installs prefabricated window frames, doors, doorframes, drywall, paneling, insulation, floor tile, and carpet.
5. Performs preventative maintenance on playground equipment, tools, and facility equipment.
6. Operates and maintains various building and park electrical and heating, ventilation, and air conditioning (HVAC) systems on a routine basis, keeping records and reports on the same.
7. Prepares and paints County leased and owned non-road properties.
8. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by the immediate supervisor.
9. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
10. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of occupational hazards and necessary safety precautions, applicable building codes, or regulations.
- Knowledge of mechanical and electrical trade procedures.

- Knowledge of grounds keeping practices and principles in accordance with Division's standard operating procedures .
- Knowledge of principles and methods of operating equipment used for park, buildings, and office repair, carpentry, custodial, basic electrical, irrigation, masonry, plumbing, painting, and related work.
- Skill in the operation and maintenance of tools, machinery, and equipment of the trades.
- Ability to read and interpret plans, specifications, schematic drawings, and wiring diagrams .
- Ability to prepare and maintain accurate records and to make necessary reports.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to make inspections for needed repairs.
- Ability to use standard test and hand tools.
- Ability to communicate effectively, both verbally and in writing, to understand, issue, and carry out verbal and written directions.
- Ability to use a computer, tablets, and asset management software.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Three (3) years progressively responsible experience in the maintenance and repair of buildings, parks and facilities.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to the insurance provider.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (up to 100 pounds)
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Climbing
- Ability to work in small areas
- Operation of motor vehicle

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENT CONDITIONS:

- Works inside and outside with: solvents, electrical energy, uneven surfaces, in and with moving objects and equipment, heights (up to 50 feet)

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Public Works Director**

DEPARTMENT: **Public Works**

GENERAL DESCRIPTION:

Highly responsible work in the management and administration of all activities of the Public Works Department.

ESSENTIAL JOB FUNCTIONS:

1. Plans, coordinates, and directs employees engaged in a wide variety of public works tasks and services, including the planning, design, construction, and maintenance of all County roads, parks, facilities, bridges, and stormwater. Manages solid waste , and traffic operations. Coordinates other projects as assigned by the County Administrator.
2. Responsible for directing and participating in the selection, placement, promotion, training, development, safety, discipline, and appraisal of a large staff of employees.
3. Studies departmental organization, personnel distribution, and project requirements to effect the most efficient and economical utilization of facilities, personnel, and equipment, including contracting out services.
4. Administers the program of maintenance of the County's road systems and coordination with the Florida Department of Transportation (FDOT), Southwest Florida Water Management District (SWFWMD), and the Metropolitan Planning Organization (MPO) as to regional and state impacts to County roadways. Responsible for County bridges and drainage systems.
5. Develops and implements programs, practices, and procedures for the Public Works Department. Oversees the County's long-range facility master plan. Oversees various contracts for the Public Works Department.
6. Conducts and attends meetings and conferences to discuss current work problems, policy changes, safety, and other related matters.
7. Directs the budget preparation for the Department. Administers and prepares cost analyses and operational reports.
8. Prepares procedural and operational recommendations for the County Administrator.
9. Investigates and resolves public questions or complaints relating to the Public Works Department services.
10. Personally checks field crews, worksites, and equipment to determine if projects are progressing in accordance with schedules and specifications. Makes decisions to resolve schedule and project budget issues.
11. Maintains and leads APWA accreditation.
12. Utilizes department software systems and other data sources to adjust programs and systems for optimal efficiency, enhance customer service while optimizing associated costs.
13. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
14. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.

15. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights and holidays as required.

(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 marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of modern techniques, methods, procedures, and practices of public works.
- Knowledge of planning, design, construction, and maintenance of all County roads, parks, facilities, bridges, and stormwater facilities.
- Ability to plan, direct, supervise, and inspect public works programs and activities.
- Ability to prepare written technical reports, estimates, and construction and cost records.
- Ability to plan, assign, instruct, review, and evaluate the work assignments of personnel.
- Ability to establish and maintain effective working relationships with subordinates, officials, and the general public.
- Ability to develop, prepare, and present long-range plans and programs relating to public works.
- Ability to evaluate construction problems and respond to community needs.
- Ability to resolve problems and make sound decisions.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelors Degree in Civil Engineering or a closely related field.
- Graduation from an accredited college or university with a Masters Degree in Business Administration or closely related field preferred.
- Eight (8) years experience in the field of public works
- Five (5) years in a responsible supervisory position.
- Must be a Sumter County resident within one (1) year of employment.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License of the correct class for the vehicle driven, and a driving record acceptable to the insurance provider.
- State of Florida, Professional Engineer License.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Able to operate a motor vehicle.

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions with noise and dust.
- Works in or with moving vehicles.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Senior Equipment Operator

DEPARTMENT: Public Works

DIVISION: Operations

GENERAL DESCRIPTION:

Highly responsible position which entails the operation of heavy equipment to perform finish level activities. Duties may require the employee to function as a lead worker over a small road crew.

ESSENTIAL JOB FUNCTIONS:

1. Performs duties utilizing heavy equipment and materials necessary to perform finish level activities on various road types within the connected system of county roads.
2. Occasionally operates gasoline or other powered machinery such as portable concrete mixers, air hammers, compressors, pumping machinery, and chainsaws.
3. Washes, cleans, and gives routine first level maintenance to the equipment.
4. Performs tasks as assigned, such as patching, shoulder repair, ditch cleaning, tree trimming, bridge repair, headwall construction, and other duties.
5. May be assigned to operate other specialty equipment on a temporary, emergency basis.
6. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
7. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
8. Maintains regular physical attendance during normal work hours as assigned at one of the county' offices or work facilities.

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles and methods of operating heavy road construction type equipment in finish applications.
- Knowledge of practices, methods, and materials used in public works road construction and maintenance activities.
- Knowledge of rules and regulations pertaining to the safety and operation of equipment.
- Skill in cleaning and maintaining equipment.
- Skill in operating medium to heavy equipment.
- Skill in the use of hand tools and power tools.
- Ability to make minor repairs and adjustments to equipment and detect problems with equipment.

- Ability to perform manual labor tasks.
- Ability to follow and understand written and verbal instructions.
- Ability to operate a computer.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Five (5) years experience in medium/heavy equipment operation and maintenance.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Class "A" Commercial Driver License and a driving record acceptable to the insurance provider.
- Florida Department of Transportation Temporary Traffic Control (TTC) – Basic Level Certification within six (6) months of employment.
- Florida Department of Transportation Temporary Traffic Control (TTC) - Intermediate Level Certification within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (over 50 pounds)
- Walking
- Pushing
- Pulling
- Standing
- Kneeling
- Bending
- Stooping
- Climbing
- Driving
- Equipment Operation
- Eye, hand, and foot coordination

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions with dust, vibrations and noise.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Revised 10/01/2020

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Traffic Engineering Technician

DEPARTMENT: Public Works

DIVISION: Operations

GENERAL DESCRIPTION:

Performs skilled work in the maintenance and manufacturing of traffic control devices including signs, pavement markings, traffic signals, and basic repair of potholes.

ESSENTIAL JOB FUNCTIONS:

1. Installs and repairs traffic control devices such as: signs, signals, and pavement markings.
2. Patch potholes with cold mix or hot mix asphalt. Perform minor repairs to concrete curbs, inlet tops, and sidewalks.
3. Operates gasoline or other powered machinery such as portable cement mixers, air hammers, compressors, pumping machinery, compaction equipment, and chainsaws.
4. Investigate, report, and/or perform maintenance due to line of sight concerns.
5. Performs sign inspections in the field assessing general condition and need for replacing. Utilize sign shop software to design and manufacture signs, utilizes the Manual of Uniform Traffic Control Devices (MUTCD) to identify issues on sign location, height, size, and color.
6. Performs road marking inspection and installation.
7. Use Florida Department of Transportation (FDOT) Standard Plans to set-up and maintain Temporary Traffic Control using the correct signage and barricades. Design and layout of routine traffic operations projects.
8. Maintains equipment and tools. Mixes paint for highway marking. Operates striping machine and street sweeper.
9. Inspects traffic signals for proper/malfunctioning operations. Performs general repair and maintenance to traffic signal devices.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
11. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
12. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities..

[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 marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of occupational hazards and safety precautions applicable to work traffic control.
- Knowledge of the MUTCD and the standard highway signs handbook.
- Knowledge of the procedures and practices of installing and maintaining traffic control devices.
- Skill in the use of common hand tools and power tools.
- Skill in reading and writing.
- Skill in driving motor vehicle.
- Ability to use a laptop computer.
- Ability to follow verbal and written instructions.
- Ability to do mathematical computations.
- Ability to operate thermoplastic and paint road-marking equipment.
- Ability to identify safety deficiencies.
- Ability to complete work orders, time, and equipment logs.
- Ability to generate and assemble traffic signs.
- Ability to utilize a GPS and/or road map to navigate through the County's road systems.
- Ability to operate a street sweeper and closeout maintenance management service requests through completion of work orders.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma, supplemented with courses in traffic engineering.
- One (1) year experience in traffic signs, traffic signals, pavement marking, or pavement repair.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Class "A" Temporary Driving Permit within (60) days of employment and a driving record to the insurance provider.
- Valid Florida Class "A" Commercial Driver License within six (6) months of employment and a driving record acceptable to the insurance provider.
- Florida Department of Transportation Temporary Traffic Control (TTC) – Basic Level Certification within six (6) months of employment.
- Florida Department of Transportation Temporary Traffic Control (TTC) – Intermediate Level Certification within one (1) year of employment.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Heavy lifting and carrying (45 pounds and over)
- Ability to access, input, and retrieve information from a computer.
- Reaching
- Climbing
- Walking
- Standing
- Kneeling
- Bending
- Stooping

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions with dust, fumes, gases, chemicals, solvents, uneven surfaces
- Works in or with moving vehicles and traffic
- Works on equipment with heights (up to 10 feet)

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

Revised 10/01/2020