

# Assistant Fire Chief

**Department:** Fire/Rescue

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## This Position is Currently OPEN

**Posted:** 8/24/2018

**Close Date:** 9/14/2018 5:00 PM

**Salary Range:** \$64,067.25- \$78,684.79

**Type:** Full Time

**Classification:** G060

## General Job Description

Under limited direction, assists in managing the daily operations of the fire / rescue division. Performs responsible work in the administration of the County fire and rescue services program in accordance with the Federal, State and County laws. Assisting in directing the activities of the Fire Rescue Division in emergency situations in order to protect lives and property of those in need of assistance.

## Duties for this Position

- Under limited supervision, assists the Deputy Fire Chief by managing the daily operations of the Horry County Fire/Rescue Department.
- Responsible for providing the best possible control in emergency situations in order to protect the lives and property of those in need of assistance.
- Supervises staff to include prioritizing and assigning work; establishing work schedules; allocating personnel; maintaining departmental and county standards; directing and supervising duties of assigned staff; monitoring and managing performance and conducting performance evaluations; and coordinating activities.
- Acts on employee problems and makes termination, disciplinary/grievance recommendations.
- Manages, directs, plans, organizes and coordinates the operations of fire companies in all three fire battalions in accordance with departmental guidelines.
- Coordinates with Fire Chief, program managers, upper management and staff to provide a consistent and comprehensive flow of information in order to identify problems and communicate solutions.
- Represents the department and communicates with various groups and individuals including but not limited to County Council, County Administrator, employees, volunteers, County Department Heads, news media, other fire departments, department committees, civic, business and educational groups, and the general public.
- Manages assigned budgetary items within the department and makes budgetary recommendations to Fire Chief and/or designee on future programs, capital purchases, direction of Emergency

Medical Services, facility improvement, etc. Keeps abreast of new technology, methods and regulations for fire prevention and suppression operations.

- Operates a fire engine and motor vehicle and ensures that all fire equipment is maintained in proper, safe working condition.
- Performs work during emergency/disaster situations.
- Performs related duties as assigned.

### **Position Minimum Requirements**

- Requires a Bachelor's Degree in fire science, management or a related field, supplemented by ten (10) to fifteen (15) years of progressive experience and training in fire service programs and management; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
- Must be currently certified as an EMT or Paramedic in South Carolina or National Registry Medical program.
- Must possess a valid South Carolina driver's license.
- Must be able to pass the required pre-employment physical and background check.

Applications are all on line at <https://www.horrycounty.org/Employment>

# Support Services Manager

**Department:** Fire/Rescue

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## This Position is Currently OPEN

**Posted:** 8/24/2018

**Close Date:** 9/14/2018 5:00 PM

**Salary Range:** \$ 55,559.00

**Type:** Full Time

**Classification:** G474

## General Job Description

The Support Services Manager is a member of the Horry County Fire Rescue Department's senior management team. This position is full time and FLSA exempt. The position directs, plans, organizes, delivers, presents, demonstrates, evaluates and coordinates the administrative duties as they apply to professional development standards, oversee recruitment and retention efforts, administer and support functions of the department. Plans and organizes HCFR events and may collaborate with personnel outside of the department to plan and organize intradepartmental events. The Support Services Manager holds the rank of Battalion Chief and reports to the Fire Chief.

## Duties for this Position

- Consistently promotes a behavior that sets a positive professional example for personal accountability, integrity and professionalism of the Horry County Fire Rescue Department. Work in a safe manner, maintains a professional appearance, and positively represent Horry County Fire Rescue at all times.
- Demonstrate a comprehensive knowledge of Horry County Fire Rescue's standard operating guidelines and Horry County policies and consistently and appropriately enforce these at all times through supervision and leadership.
- Develops, modifies and assists in administering all programs associated with the Horry County Fire Rescue.
- Consistently demonstrate positive, effective communication skills with members of the public, supervisors, peers, employees and volunteers, other public and private individuals and agencies, and the community, including constructive dissenting opinion.
- Demonstrates flexibility in work flow processes and scheduling to include working weekdays, weekends, holidays, evenings and nights, as directed and required to work overtime when ordered.
- Assists in confidential tasks and assignments as directed by the Department Fire Chief or his/her designee.
- Drives motor vehicles safely and lawfully in emergency and non-emergency situations.

- May serve in other positions in the department as deemed necessary under the direction of the Fire Chief.
- Ability to use standard office equipment, personal computer and job-related computer applications including, but not limited to; Microsoft Excel, Microsoft Access, Microsoft Word, Microsoft Outlook, electronic mail.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions of decisions and/or recommendations, and implement recommendations in support of goals.
- Work is conducted both inside and outside with exposure to varied weather conditions and high hazard situations
- While performing the duties of this job, the employee is required to sit and stand for prolonged periods of time
- The employee is regularly required to see, hear, talk, stand, demonstrate manual dexterity, twist and use repetitive motions in the conduct of work
- Work involves lifting (25 lbs. and over) and carrying, sitting, standing, walking, pulling, pushing, crawling, bending, kneeling, and climbing to widely varying degrees depending on circumstances
- Performs other related duties as required.

### **Position Minimum Requirements**

- Possess and maintain a valid South Carolina driver's license.
- Ten (10) years of experience in the fire service.
- Associates Degree in Fire Science or other related degree from an accredited college or university (Bachelor's Degree preferred)
- NIMS 100, 200, 700, 800
- Firefighter II Certification (IFSAC or Pro-Board)
- Firefighter Officer I Certification (Fire Officer II preferred) (IFSAC or Pro-Board)
- Possess or obtain South Carolina Fire Academy Fire Instructor
- Possession of a current and valid National Registry or South Carolina Emergency Medical Technician certification. (Paramedic certification is preferred)
- Must be able to pass the required pre-employment physical and background check.

Applications are all on line at <https://www.horrycounty.org/Employment>

# Heavy Equipment Mechanic

**Department:** Fire/Rescue

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## This Position is Currently OPEN

**Posted:** 8/24/2018

**Close Date:** 9/14/2018 5:00 PM

**Salary Range:** \$35,957

**Type:** Full Time

**Classification:** G492

## General Job Description

Under limited supervision, repairs, services, and maintains Horry County Fire/Rescue owned heavy trucks and equipment including ambulances.

## Duties for this Position

*No duties are specified for this position.*

## Position Minimum Requirements

- Requires high school diploma or GED and two years' experience in heavy equipment repair.
- Must be able to weld and cut, as well as, some fabrication working knowledge.
- Must have CDL license or a permit and able to obtain CDL endorsement within one year of hire date.
- Must be able to repair air conditioning.
- Must be able to lift 100 lbs.
- EVT-Fire Apparatus Technician/Level-1: Preferred
- EVT-Ambulance Technician/ Level -1: Preferred
- Must be able to pass the required pre-employment physical and background check

Applications are all on line at <https://www.horrycounty.org/Employment>

# Firefighter/Paramedic

**Department:** Fire/Rescue

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## This Position is Currently OPEN

**Posted:** 8/24/2018

**Close Date:** 9/24/2018 5:00 PM

**Salary Range:** \$41,956.00

**Type:** Full Time

**Classification:** G261

## General Job Description

Under general supervision and the direction of the Chief of Fire Rescue, respond to emergency or medical emergency and non-emergency incidents promptly and actively carries out the tasks required to perform emergency operations and functions. Tasks include but are not limited to firefighting, rescue operations, medical care, and hazardous materials mitigation. Must work in all weather conditions, work 24-hour shifts, and willing to work overtime.

## Duties for this Position

- This advertisement is intended for applicants who currently hold a current and valid South Carolina Paramedic certificate, or current National Registry Paramedic certification that must be good for at least 12 months from the date of hire or must show enough training hours for recertify. Candidate(s) selected for the position will be crossed trained as a firefighter and will have six (6) months to successfully complete South Carolina Fire Academy training. Under general supervision, the successful candidate will be expected to carry out the tasks required to perform the functions associated with emergency operations. Tasks include, but are not limited to: paramedic (provide pre-hospital care to the level of EMT-P), firefighting (entering an immediately dangerous to life or health atmosphere, wearing a full-face respirator, working in extreme environmental conditions, wearing heavy and bulky personal protective equipment, engaging in rigorous physical activity, using specialized tools and equipment), technical rescue operations, and dealing with hazardous materials incidents. Other tasks involve public interaction while assisting in fire prevention & fire education activities, routine station & equipment maintenance and house-keeping duties. Candidates will be expected to work well in a team-oriented atmosphere, be able to receive, understand and carry out orders (both verbal & written), communicate well, project a professional image, maintain a physical fitness level commensurate to the requirements of the job, possess good interpersonal relationship skills and maintain their composure in emergency situations.
- Respond in an E-911 Fire, Rescue and Emergency Medical Services system to emergency and non-emergency calls for service.
- Determine and provide basic and/or advanced emergency medical treatment as necessary according to established protocols using appropriate medical equipment and supplies.

- Perform fire suppression duties including laying and connecting hoses; hold and direct a variety of suppression, and operate chemical fire extinguishers, raise and climb ground ladders.
- Make forcible entry into buildings, search and rescue, and control traffic around emergency sites as necessary.
- Secure fire sites from rekindles through proper salvage and overhaul techniques.
- Assist Fire Investigators in investigating fire cause and origin, debris removal and preservation of evidence.
- Ventilate buildings and conduct overhaul, salvage and cleanup operations at site.
- Operate a variety of emergency rescue tools and equipment to extricate victims from vehicles, confined spaces, trenches, collapsed buildings, or similar situations.
- Respond to hazardous material incidents; identify the material, determine proper procedures, and mitigate the situation.
- Participate in training activities and drills related to firefighting techniques, emergency medical care, and proper use of apparatus, equipment, and tools; maintain current knowledge of firefighting and medical response techniques and department rules and regulations.
- Performs routine preventative maintenance on equipment, apparatus/vehicles, and facilities.
- Complies with all county/department policies and procedures.
- Completes records, reports and forms as required by the department and/or local, state, and Federal regulations.
- Performs fire prevention and both fire and medical education activities.
- Drives and operates emergency apparatus/vehicles.
- Reports directly to assigned supervisor.
- Performs other related duties as required.

### **Position Minimum Requirements**

- High School diploma or equivalent (GED) is required.
- Must have a valid driver's license, if out of state must have the ability to obtain a South Carolina driver's license.
- Must be 18 years of age.
- Must pass required pre-employment physical, background check, and psychological examination, in addition to pre-employment written examination and job performance agility test (JRAT)
- Possess a current and valid South Carolina Paramedic certificate, or current National Registry Paramedic certification (the certification must be good for at least 12 months at time of hire or show proof of continuing education hours to recertify)
- Possess a Firefighter I Certificate issued by the International Fire Service
- Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualification (Pro Board) accredited agency, preferred.
- Possess a Firefighter II Certificate issued by the International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualification (Pro Board) accredited agency, preferred.
- Associates Degree or higher education is preferred.

- \*Applicants must ensure that the email address on their application is valid. All applications selected to test will receive notification by email.\*

Applications are all on line at <https://www.horrycounty.org/Employment>

## Fire Lieutenant

**Department:** Fire/Rescue

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### This Position is Currently OPEN

**Posted:** 8/28/2018

**Close Date:** 9/28/2018 5:00 PM

**Salary Range:** \$42,264.00

**Type:** Full Time

**Classification:** G132

### General Job Description

Responsible for company officer duties including shift supervision and directing operations at the station. Drive and operate assigned fire engines and other equipment in responding to fire and other emergency calls; engage in medical aid, firefighting, and prevention activities. As the shift supervisor the Fire Lieutenant is responsible for fire apparatus, equipment, fire station and grounds. Performs supervisory duties such as instructing, assigning, reviewing and planning of work. Must prepare and verify reports and logs. Maintains county and department policies and standards. Acts on assigned employee problems and administers/recommends disciplinary action as appropriate. Completes performance rating reports on assigned personnel. Responsible for initiating Incident Command System and managing emergency scenes until relieved by a Chief Officer. Performs other related duties as required. Reports directly to the Battalion Chief.

### Duties for this Position

- Consistently promotes a behavior that sets a positive professional example for personal accountability, integrity and professionalism of the Horry County Fire Rescue Department.
- Work in a safe manner, maintains a professional appearance, and positively represent Horry County Fire Rescue and Horry County Government at all times.



- Demonstrate a comprehensive knowledge of Horry County Fire Rescue's standard operating guidelines, and consistently and appropriately enforce these at all times through supervision and leadership.
- Ability to develop, modify and assist in administering all programs associated with the Horry County Fire Rescue Training program.
- Consistently demonstrate positive, effective communication skills with members of the public, supervisors, peers, employees and volunteers, other public and private individuals and agencies, and the community, including constructive dissenting opinion.
- Maintains confidential, accurate and timely training records on uniformed personnel.
- Administers, coordinates and assists in JRAT and JOSET, or any other physical fitness programs. Responsible for the setup, maintaining and use of training equipment and props for corresponding educational programs.
- Complete training necessary, retain and maintain all certifications as required to maintain or improve skills and perform effectively as an officer on the Department.
- Performs training job-site analysis for ergonomics, safety purposes and injury prevention.
- Demonstrates flexibility in work flow processes and scheduling to accommodate Department standardized training and evaluations, education/programs, academy training and candidate hiring processes to include working weekdays, weekends, holidays, evenings and nights, as directed to include being on call periodically, which requires responses while off duty to requests for second or greater alarms and special response calls.
- Required to work overtime when ordered.
- Assists in confidential tasks and assignments as directed by the Department Fire Chief or his/her designee.
- Support the implementation and training of key performance metrics to sustain long-term department growth through integrating appropriate areas of the strategic plan with annual work plan into job performance.
- Drives motor vehicles safely and lawfully in emergency and non-emergency situations.
- As an Officer, may serve in other positions in the department as deemed necessary under the direction of the command staff.
- Ability to use standard office equipment, personal computer and job-related computer applications including, but not limited to; Microsoft Excel, Microsoft Access, Microsoft Word, Microsoft Outlook, electronic mail.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions of decisions and/or recommendations, and implement recommendations in support of goals.
- Performs other duties as assigned.

### **Position Minimum Requirements**

- Must pass required pre-employment physical, background check, in addition to pre-employment officer level written examination and job performance agility test (JRAT).
- Must have IFSAC Firefighter I & II Certification, or equivalent.

- Possess a current and valid EMT or Paramedic certificate, or current National Registry EMT-B or EMT-P certification (the certification must be good for at least 12 months at time of hire or show proof of continuing education hours to recertify).
- At least three (3) years of firefighting experience with Horry County Fire/Rescue or similar-sized/structured agency.
- Must hold Fire Instructor I and Fire Officer I certificates.
- Must have NFA or equivalent NIMS 100, 200, 700 and 800.
- Must have PICO, DIMCO, STICO or MCTO-D, MCTO-P, MCTO-T
- Must have Incident Safety Officer
- Must have a Building Construction class from SCFA, NFA, or college level course.
- Must be able to pass the required pre-employment physical and background check.

Applications are all on line at <https://www.horrycounty.org/Employment>