

**VACANT POSITION**

**DEPARTMENT: CORRECTIONAL INSTITUTION**

**OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>  
SUBMIT APPLICATION, PROOF OF EDUCATION, AND A COPY OF**

**FIREFIGHTER CERTIFICATION TO:**

**[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon Street, Human Resources Office**

**CLOSING DATE: Position will remain open until filled**

Job Title: Corrections Fire Services Supervisor (Position #1547)  
Salary: Pay Grade 20; Hiring Rate based on \$50,481.60 per year.  
Provisions of Personnel Ordinance for promotion/demotion/transfer  
Work Schedule: 8:00 a.m. -5:00 p.m. M-F; on-call as required.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma or state-awarded GED required. Must possess a Firefighter I certification from the Firefighter Standards and Training Council. Have three (3) or more years of experience as a Firefighter. Must possess a Basic Correctional Officer certificate or become certified within one year of hire (training provided). Must possess a valid Georgia Class C Driver's License with a satisfactory driving history. Prefer Fire Instructor I certification upon hire but will provide training to the successful candidate. Demonstrated leadership and management experience.

**GENERAL STATEMENT OF DUTIES:** Under limited supervision, supervises and directs operations of an inmate firefighting crew. Transports the crew to accident/fire scenes and takes instructions from the Incident Commander. Oversees the crew's performance while on-scene. Responsible for coordinating crew training. Assists with developing the annual budget. Reports directly to the Warden. Takes direction from the Fire Chief or his/her designee when performing fire activities.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of firefighting equipment, tools, fire station equipment, and office equipment such as a motor vehicle, fire engine, tanker, ladder truck, pump apparatus, smoke detector, carbon monoxide detector, fire extinguisher, generator, chain saw, air compressor, breathing apparatus, hoses, nozzles, connectors, hydrants, ladders, extrication tools, hydraulic tools, air lift bags, mechanic tools, axe, pry bar, rake, shovel, portable lights, gauges, first aid supplies, computer, printer, copy machine, facsimile machine, calculator, telephone, and radio communications equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of one hundred pounds.

**ESSENTIAL JOB FUNCTIONS:**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Oversees the daily activity of the crew both inside and outside the Correctional Institution.

Under the direction of the Fire Chief, transports the crew to training activities and works with the Fire Department training staff to ensure individual crew members are properly trained. Assists with providing remedial training, as necessary. Assists with the Firefighter recruit school, as needed.

Ensures the crew has the proper personal gear and equipment to perform their duties safely and successfully. Conducts regular inspections to ensure the gear and equipment are in good working order.

Transports the crew to emergency situations and takes direction from the on-scene Incident Commander. Under the direction of the Incident Commander, supervises crew in the safe execution of their duties.

Coordinates with the Fire Department Fire Training Officer to track and document all training and certification activities and reports activities to the Firefighter Standards and Training Council.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures. Maintains an awareness of new equipment, procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends shift meetings, training sessions, workshops and seminars as appropriate to maintain qualifications of Firefighter II and other certifications necessary to perform the essential functions of the job.

With assistance from the Fire Chief, ensures each crew member is performing at or above expectations and provides remedial training as needed. Recommends the discipline or termination of any crew member who is unable or unwilling to perform at an acceptable level.

Assists with developing and managing the inmate fire crew budget; reviews expenditures to ensure conformity within allowances; supervises inventory system for equipment and supplies.

Oversees clerical tasks related to emergency response incidents; prepares correspondence; prepares fire response reports, supply requests, incident reports, pre-fire plans, fire investigation reports and any other relevant reports, in a legible and timely manner.

Conducts post-incident response meetings with Fire Department staff and/or inmate fire crew to review performance deficiencies and recommends actions to correct such deficiencies.

Communicates with supervisors, employees, volunteers, dispatchers, other divisions, other departments, fire officials, law enforcement officials, medical personnel, outside agencies, property owners/occupants, victims, utility companies, civic organizations, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

## **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

February 24, 2023