

# FIRE CHIEF

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Position Code: 3310

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 783 (\$72,088 - \$112,741)

Location: Fire

Approval Date: 2010

## **General Statement of Duties**

Performs complex professional and difficult administrative and supervisory work in directing the activities and personnel of the Town's Fire Department and serving as the Town's Emergency Management Director.

## **Distinguishing Features of the Class**

An employee in this class plans, organizes, and directs a variety of departmental activities to include firefighting, fire inspection, training, public education, and fire prevention in protecting the lives and property of the citizens. The Chief supervises the department staff, prepares and monitors the budget, plans and evaluates work operations, and directs the hiring, training and counseling of personnel. The Chief evaluates the need for new equipment, stations, and programs, and ensures a program of fire prevention, inspections, and fire investigations. The employee attends major fire calls and may take command at the site; consequently, skills must be maintained in the use of firefighting and fire equipment operation. As Emergency Management Director the employee develops, updates and coordinates emergency strategies and operations for the Town. The employee is subject to hazards associated with firefighting including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as exposure to high heat, exposure to chemicals, and in the proximity to moving mechanical parts, electrical current, and working in high places. Employee may be exposed to atmospheric conditions and bloodborne pathogens, may be required to wear a respirator, and may be required to work in close quarters. Considerable judgment and expertise is required in directing departmental activities especially in training and in setting and monitoring work standards. Work is performed under the general administrative supervision of the Town Manager and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of fire and rescue work.

## **Duties and Responsibilities**

Plans, organizes and directs departmental operations and establishes overall departmental policies on fire prevention and suppression, emergency management and related matters; develops short and long range strategies and goals.

Manages staff to assure effective firefighting operations and to maintain sufficient level of preparedness and training.

Analyzes personnel, property, and operations of the department; implements action on such information in order to improve departmental operations; regulates and balances workload; reviews work objectives and expectations.

Prepares budget projections of anticipated expenditures and needs; assigns personnel and equipment; evaluates the need for the repair of existing or the purchase of new apparatus and requisitions equipment and supplies.

Develops and updates written emergency strategies in accordance with Federal, state and local requirements.

Supervises Emergency Operations Center, programs and activities relating to warning and communications systems, shelters, supplies and equipment, training, public education information and related items.

Maintains an inventory of community resources for use in emergencies.

Develops, plans and coordinates emergency exercises to test preparedness.

Evaluates results of emergency services in simulated and actual disasters.

Participates with Town Management and other officials in planning for long range needs for stations, equipment and staffing; coordinates construction of facilities with architects, contractors and others.

Prepares and reviews operational and administrative reports.

Performs the hiring, promotion, discipline, and evaluation of departmental employees; insures high levels of training, motivation, and performance.

Ensures the development of new or the modification of existing policies, procedures, and/or standards.

Serves as staff advisor for the Mayor and Town Manager on emergency management matters.

Responds to all major alarms and fire calls and may take command of fire ground operations.

Develops intergovernmental relationships with local, county, state, and federal agencies.

Performs other tasks as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of the principles and practices of fire service management, and skill in their application.

Comprehensive knowledge of modern firefighting practices and methods and of the equipment use.

Comprehensive knowledge of the Town's Strategic Plan.

Thorough knowledge of National Fire Protection Association Codes and references as well as all applicable standards and guides.

Thorough knowledge of the laws and ordinances which pertain to fire prevention and control.

Thorough knowledge of the types of industrial and commercial operations in the Town and the potential fire hazards; knowledge of the hazards common to the various types of construction and the storage of flammable materials and explosives.

Thorough knowledge of emergency management requirements and procedures.

Ability to prepare clear and concise reports analyzing departmental operations and to develop and manage a departmental budget.

Ability to communicate effectively in writing.

Ability to effectively supervise and evaluate the work of staff, and to motivate, communicate, counsel, and otherwise establish high morale and productivity.

Ability to exercise sound judgment and react effectively in emergency situations, and to maintain good physical condition.

Ability to speak effectively before a group, to deal tactfully and firmly with the public, and to establish and maintain effective working relationships.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and perform repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and 10 pounds of force frequently.

Must possess the visual acuity to perform accounting, computer work, and extensive reading in addition to ability to distinguish people and objects at emergency scenes.

### **Minimum Education and Experience**

Graduation from a community college with a degree in fire science or related field and completion of advanced courses and seminars in fire administration and fire science and ten to fifteen years of supervisory and increasingly responsible experience in fire suppression and/or prevention; or an equivalent combination of education and experience.

### **Special Requirements**

Possession of a valid North Carolina driver's license.

Possession of Firefighter II and Fire Inspector II certifications.