

FIRE CHIEF

General Statement of Duties

Performs specialized technical work overseeing the administration and operations of the Fire Department.

Distinguishing Features of the Class

An employee in this class is responsible for planning, directing and coordinating the Town's fire protection program. Work generally requires the employee to oversee and participate in fire prevention, fire suppression and emergency response of paid and volunteer staff, as well as administrative duties for the department. Work involves frequent public contact which requires collaboration, conflict management, mediation and negotiation and may be performed in emergency situations. Work is performed in accordance with National Fire Protection Association (NFPA) codes and standards; federal and state fire, building and mechanical codes, laws and regulations; local ordinances and departmental policies and procedures. The employee is subject to hazards associated with firefighting and fire inspections including working in both inside and outside environments in extreme hot and cold weather. Employee may be exposed to a variety of physical conditions such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to heat or chemicals. Employee may also be exposed to atmospheric conditions that affect the respiratory system of the skin such as fumes, odors, dusts, mists, gases or poor ventilation. Work is performed under general supervision of the Town Manager and is evaluated through observation, conferences, written reports and the quality and effectiveness of work completed.

Duties and Responsibilities

Essential Duties and Tasks

Plans, directs and coordinates the Town's fire protection program; prepares the department's budget and manages the business operations of the department.

Oversees the training and supervision of volunteers.

Ensures that volunteers and staff completes the necessary training hours and oversees the maintenance of records.

Consults with community colleges and Department of Insurance on required training and paperwork.

Responds to emergencies calls as well as fire alarms and suppresses fires; manages incidents in a supervisory capacity; serves as firefighter as needed.

Ensures that the department's vehicles and equipment are in proper working condition.

Provides public education on fire and emergency prevention and safety procedures to schools, civic groups, organizations, clubs, etc.

Oversees the building and grounds maintenance duties for the department.

Hires, trains, supervises and evaluates the work of subordinate staff.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the methods, standards, practices, strategies, techniques and tactics used in fire prevention methods, fire suppression, fire service training, fire cause determination and arson investigation.

Thorough knowledge of standard fire prevention codes, National Fire Protection Association (NFPA) standards and federal, state, county and departmental standards, rules and regulations.

Thorough knowledge of techniques for handling hazardous materials.

Ability to act with sound judgment in routine and emergency situations.

Thorough knowledge of departmental budgeting practices.

Ability to present clear and concise records and reports.

Ability to effectively plan and organize work independently and to supervise the work of volunteers and employees.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with Town officials, employees, volunteers, architects, professional engineers, contractors, business owners, homeowners, children in schools/colleges and the general public.

Physical Requirements

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

Must be able to perform 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.

Must be able to wear an air pac and function in narrow aisles or passageways.

Must possess the visual acuity to prepare and analyze data; operate a computer terminal; perform extensive reading; inspect small defects or parts, operate machines, and use measurement devices.

Desirable Experience and Education

Graduation from high school and considerable experience in fire prevention, suppression, investigation or related area and some administrative experience; or an equivalent combination of education and experience. Preference for college degree and training in fire science.

Special Requirements

Possession of a valid North Carolina commercial driver's license and a Fire Inspector, Firefighter, Fire Investigations, Fire Officer and emergency medical certification at the level specified by the Town are required.