

FIRE CHIEF

Grade 25
FSLA Status: Exempt

General Statement of Duties

Performs responsible managerial, administrative and supervisory work in directing the activities and paid staff and volunteers for the Town's Fire Department. May also serve as Emergency Coordinator in planning for and responding to major incidents.

Distinguishing Features of the Class

An employee in this class directs the Fire Department and provides leadership to variety of departmental activities including fire ground operations, development of pre-fire plans, fire investigation and fire prevention in protecting the lives and property of the citizens. The Chief supervises the departmental paid equipment / engine operators and supervisor, and recruits and supervises volunteers; assures training of staff; prepares and monitors the budget; plans and evaluates work operations; assures equipment and station maintenance and repair and evaluates the need for new equipment; directs and participates in fire inspections and fire investigations; and maintenance of mutual aid agreements. The Chief may also serve as Emergency Coordinator, setting up and running the Emergency Operations Center when needed and planning and directing emergency response and communications activities. The Chief may operate equipment on as needed and 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. 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 human body fluids and thus covered by the OSHA bloodborne pathogen rules and regulations, may be required to wear a respirator, and may be required to work in close quarters. Considerable judgment and expertise are required in directing departmental activities especially in training and setting and monitoring work standards. The position is considered a safety sensitive role. Work is performed under the supervision of the Town Manager and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of firefighting methods and techniques.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, and directs departmental operations and establishes overall departmental policies on fire and related matters; develops short and long-range goals.

Works with paid staff and volunteers to assure effective firefighting operations and to maintain sufficient level of preparedness; hires employees and assigns work.

Plans and schedules training and conducts some training; schedules departmental training to maintain skills and certifications; attends training required to maintain own certifications.

May work on a shift on a fill-in basis as needed; operates equipment to the fire scene; maintains equipment and station.

Maintains an awareness of personnel, property, and operations of the department; analyzes and takes action on such information in order to improve departmental operations; regulates and balances workload; reviews work objectives and expectations.

Seeks out and attempts to correct places and conditions dangerous to the safety of Town citizens from fire; makes required reports to Town and state officials.

Monitors and evaluates fire prevention programs, risk reductions programs, inspections, and fire investigations and ensures that programs are ongoing.

Prepares budget projections of anticipated expenditures and needs for the department; assigns

personnel and equipment; evaluates the need for the repair of existing or the purchase of new apparatus and requisitions equipment and supplies.

Maintains mutual aid agreements with other agencies.

Conducts Level 1 fire inspections, fire investigations and reports to appropriate agencies.

Serves as Emergency Coordinator during emergencies as part of a team in planning for and responding to major incidents; sets up and runs the EOC and/or portable command post and their communications to other agencies via phone, internet, and other means; reviews operations and directs response as needed. Assesses emergency needs and places requests for assistance to county and state officials

Prepares and reviews operational and administrative reports, and policies and procedures; attends Town Board meetings and staff meetings.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

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

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.

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 inflammables and explosives.

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

Ability to communicate effectively in oral and written forms.

Ability to effectively supervise and evaluate the work of staff, and to plan, assigns, and coordinates activities performed by personnel.

Ability to exercise sound judgment and react effectively in emergency situations.

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

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 repetitive motions.

Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Must possess the visual acuity to work with data and figures, operate computer work, operate fire equipment and apparatus, do extensive reading, and observe and inspect the work of others for thoroughness and accuracy.

Desirable Education and Experience

Completion advanced courses and seminars in fire administration and fire science and considerable experience of an increasingly responsible nature including supervisory experience in the municipal fire service; Bachelors' degree in Fire Science preferred; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid NC Class B driver's license and possession of NC Firefighter Level II certification, NC Hazardous Materials Certification, NC Emergency Vehicle Driver Certification, EMT-B certification, NC Driver Operator Pumper and Aerial, NIMS Incident Command System IS 100, 200, 700 & 800, NFA Leadership III, NC Fire Officer II, and NC Fire Inspector Level III.

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