

FIRE CHIEF/EMT

General Statement of Duties

Performs difficult supervisory and administrative work in directing activities and staff of the Town's Fire Department; serves as the Emergency Management Coordinator and Safety Officer for the Town.

Distinguishing Features of Class

An employee in this class plans, organizes, and leads a variety of departmental activities to include firefighting, training, public education, hazardous materials response, emergency medical response, technical rescue response, fire prevention and emergency management response in protecting the lives and property of the citizens. Work includes establishing a vision of excellence in customer service and emergency response readiness and long-range planning for programming, facilities, staff and equipment needs. The Fire Chief manages the department staff and volunteers, prepares and monitors the budget, evaluates work operations, and directs the hiring, training and counseling of personnel. The Fire Chief evaluates the need for new equipment, stations, and programs and ensures a program of fire prevention, inspections and investigations is coordinated with Brunswick County. The employee attends major incident response and may take command of the site; consequently, skills must be maintained in the use of firefighting and fire equipment operation. The employee is subject to the 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 blood borne pathogens, may be required to wear a respirator, and may be required to work in close quarters. Considerable judgement 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 Administrator and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of fire and rescue work. This position has been deemed Safety Sensitive.

Duties and Responsibilities

Essential Duties and Tasks

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

Manages full-time and part-time/volunteer staff to assure effective operations and to maintain sufficient level of preparedness and training.

Analyzes staff, 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 and anticipated expenditures and needs; assigns personnel and equipment; evaluates the need for the repair of existing or the purchase of new apparatus equipment and requisitions equipment and supplies; insures proper maintenance of facilities and equipment.

Participates with Town Administrator and other federal, state, and local officials in the planning for long-range needs for stations, equipment, staffing and in planning for all types of response; 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.

Oversees the application of information technology for the department.

Serves as the Emergency Management Coordinator for the Town responsible for planning and coordination with other departments and agencies and operation of the EOC during Town emergencies.

Serves as Safety Officer for the Town responsible for safety policies, training, accident investigations; chairs the safety committee and inspects Town facilities and equipment for compliance with safety regulations.

Serves on the technical development review committee for the Town responsible for ensuring that new development and construction meet Town fire safety standards.

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

Additional 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 skills 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 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 various types of construction and the storage of flammable materials and explosives.

Considerable knowledge of modern and effective management principles including leadership, team building motivations, communications, collaborative conflict resolution, and performance coaching and evaluation.

Considerable knowledge of the Town's budgeting, personnel and purchasing policies and procedures.

Knowledge of emergency management planning and operations.

Knowledge of safety laws and regulations and the training and program needed in municipal organizations to provide safe workplace.

Working knowledge of laws and regulations related to staff hiring and employment.

Skills in public speaking, internal and external customer service excellence, team building and collaborative conflict resolution.

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 work of staff, and to motivate, communicate, counsel, and otherwise establish high morale and productivity.

Ability to exercise sound judgement 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 work relationships.

Physical Requirements

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

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 possess visual acuity to size up the color, volume, and extent of fire involvement in structures, to operate heavy fire apparatus in emergency situations, and to prepare records and reports.

Desirable Education and Experience

Graduation from community college with an AS/AA degree in fire science or related field supplemented by advanced courses and seminars in fire service administration and supervisory principles and practices; and considerable experience of an increasingly responsible nature in the fire service; or an equivalent combination of experience and education.

Special Requirements

Possession of a valid Class B North Carolina driver's license.

Possession of North Carolina Driver Operator/Pumps and Aerials certifications and all pre-requisite certifications.

Possession of North Carolina Emergency Management certification.

Possession of North Carolina Emergency Medical Technician certification.

Possession of North Carolina Fire Officer III certification and all pre-requisite certifications.

Possession of North Carolina Vehicle/Machinery Technical Rescuer certification and all pre-requisite certifications.

Possession of OSHA Confined Space Technical Rescuer certification and all pre-requisite certifications.

Possession of North Carolina Fire & Life Safety Educator III certification and all pre-requisite certifications.

Ability to obtain other certification as required by the Town.