

FIRE CHIEF

General Statement of Duties

Performs complex managerial and public safety work planning, organizing, and directing the emergency and non-emergency activities and staff of the Fire Department.

Distinguishing Features of the Class

An employee in this class plans, organizes, and manages a variety of departmental activities to include fire suppression, training, public education, emergency medical response, hazardous materials response, emergency management planning and response, and fire prevention in protecting the lives and property of the citizens. Work includes establishing a vision of excellence in customer service and emergency response readiness and performing long range planning for programming, facilities, staff, technology, and equipment needs. The Chief manages the department staff, prepares and monitors the budget, plans and evaluates work operations, and directs the hiring, training and performance management 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 incident response 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 blood borne 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. 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

Essential Duties and Tasks

Plans, organizes, and directs departmental operations and establishes overall departmental policies and operational guidelines on fire prevention and suppression, EMS response and related matters; develops short and long range goals.

Manages staff to assure effective firefighting operations and to maintain sufficient level of preparedness and training; performs the hiring, promotion, discipline, and evaluation of departmental employees; ensures high levels of training, teamwork, motivation, and performance.

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; establishes and maintains an effective organizational climate and culture.

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; ensures proper maintenance of facilities and equipment; identifies technology needs and ensures efficient utilization; participates with Town Management and other federal, state, and local officials in planning for long range needs for stations, equipment and staffing and in planning for all types of emergency response; coordinates construction of facilities with architects, contractors and others.

Establishes and maintains effective working relationships, agreements and protocol for administering contract and mutual aid agreements with other public safety agencies..

Serves as Town emergency manager responsible for planning, coordination and operations of EOC; coordinates emergency planning including hurricane planning and response with other Town

departments; works with local and state officials in emergency operations planning, emergency medical response coordination, hazard mitigation planning, and related programs; participates with other agencies in various training and security activities.

Supervises and participates in review of plans for new construction and land developments to ensure public safety.

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

Ensures necessary and accurate records and data are established and maintained for reporting and management decision making.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

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

Thorough knowledge of modern firefighting, emergency medical response, hazardous materials mitigation, and fire prevention practices and methods.

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 Town's personnel, budgeting and purchasing policies and procedures.

Thorough knowledge of modern and effective management principles and practices including leadership, motivations, communications, hiring, retention, team building, discipline, and performance coaching and evaluation and knowledge of relevant employment laws and regulations and diversity, equity and inclusion principles and practices.

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.

Knowledge of emergency planning and response including state and local agencies, hurricane planning and response and EOC preparations and operations.

Knowledge of the use of technology, equipment and apparatus in the functions managed.

Skill in collaborative conflict resolution, public speaking, customer service excellence and meeting facilitation.

Ability to perform long range planning for capital needs of the department and participate in facility and equipment design and facility construction management.

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

Ability to communicate effectively orally and 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.

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

Desirable Education and Experience

Graduation from a college or university with a degree in fire science, public administration or related field, completion of advanced courses and seminars in fire administration and management, and considerable experience in fire service management; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Possession of Fire Officer, EMT and other certifications as required by the Town.