

FIRE AND EMS CHIEF

General Statement of Duties

Performs responsible managerial, administrative and public safety work in planning, organizing, and directing the Town's Fire, Rescue and Emergency Medical Services Department.

Distinguishing Features of the Class

An employee in this class plans, organizes, directs, and participates in a variety of departmental activities to include fire prevention and suppression; emergency medical response, treatment and transport; and a wide variety of rescue services including swift water, high angle, and confined space rescue. The Chief prepares and monitors the budget, plans and evaluates work operations, and directs the hiring, training and performance of personnel. The Chief evaluates the need for new equipment and programs, ensures a program of paramedic services, fire prevention, inspections, and fire investigations. The employee attends major emergency incidents and may take command at the site; consequently, skills must be maintained in the areas of firefighting and medical service. The employee is subject to hazards 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

Essential Duties and Tasks

Plans, organizes, and directs departmental operations and establishes overall departmental policies on fire, rescue, emergency medical, and related matters; develops short and long range goals; coordinates certification of medical programs with county medical director.

Manages staff to assure effective response and 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; manages facility needs for the department.

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; prepares bid specifications; requisitions equipment and supplies.

Performs the hiring, promotion, performance coaching and evaluation of departmental employees; develops, trains and motivates sufficient volunteer capacity.

Ensures the development of new or the modification of existing policies, procedures, protocols, and/or standards; insures proper application and administration of same.

Researches, establishes policies and procedures, and coordinates departmental fire and emergency medical programs with various other emergency service jurisdictions.

Advises the Town Manager, Council and other departments on related activities.

Prepares and reviews operational and administrative reports.

Develops, supervises, and carries out fire prevention and education programs, inspection programs and related activities.

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

operations.

Develops a intergovernmental relationship with local, county, state, and federal agencies; investigates or coordinates investigation of suspicious fires.

Coordinates and/or performs various safety training programs for the department.

Participates in plan review as part of Town's development review process.

Serves as designated Town safety officer responsible for monthly town safety meetings, accident investigation, and inspection of departments for safety hazards.

Serves as emergency manager for the town responsible for coordinating emergency preparedness, coordinating FEMA applications for reimbursement for storm damage, media relations, and related activities.

Supervises and participates in grant development and other fund raisers for the department including the annual King Mackerel Fishing Tournament.

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, rescue and emergency medical service management, and skill in their application.

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

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.

Considerable knowledge of emergency medical service programs and delivery and related laws, regulations, hazards, practices, and methodologies.

Considerable knowledge of the applicable state building codes and related fire prevention codes.

Knowledge of the types of structures 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.

Considerable knowledge of hazards associated with fire fighting and EMS response and the necessary precautions.

Considerable knowledge of local government budgeting, purchasing, and personnel policies and procedures.

Considerable knowledge of modern and effective management principles and practices regarding communication, hiring, training, motivation, performance coaching and evaluation, and discipline.

Considerable knowledge of the application of information technology to the work of the department.

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 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 analyze data, perform computer work, and extensive reading in addition to ability to distinguish people and objects at emergency scenes.

Desirable Education and Experience

Graduation from college with a degree in fire science, public administration or related field and completion of advanced courses and seminars in fire administration, fire science, and emergency medical service, and considerable related supervisory experience of an increasingly responsible nature; or an equivalent combination of education and experience.

Special Requirements

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

Possession of Firefighter II and Rescue Technician certification.

Possession of North Carolina Level I Fire Inspector certification.

Possession of North Carolina EMT - Paramedic certification.