

FIRE CHIEF

Town of Elizabethtown

General Statement of Duties

Performs responsible managerial, administrative, and supervisory work in directing the activities and personnel of the town's fire department.

Distinguishing Features of the Class

An employee in this class is responsible for directing a variety of departmental activities to include firefighting and fire prevention in protecting the lives and property of the citizens. This employee supervises the departmental staff, prepares, and monitors the budget, develops short- and long-range goals, plans and evaluates work operations, and directs the hiring, training and counseling of paid and volunteer personnel. Employee evaluates the need for facilities, equipment and programs and ensures a program of fire prevention, inspections, and fire investigations. Employee attends major fire calls and may take command at the site.

Considerable judgment and expertise is required in directing departmental activities especially in training and setting and monitoring work standards. Employee must exercise independent judgment and initiative in performing duties. Work is performed in accordance with established policies and procedures. Work is evaluated by the Town Manager through observation, conferences, written reports, and public reaction to decisions and actions related to fire suppression concerning the quality and effectiveness of fire and rescue work.

Essential Duties and Tasks

Plans, organizes, and directs departmental operations and establishes overall departmental policies of fire and rescue operations.

Manages both paid and volunteer staff to assure effective firefighting operations and to maintain sufficient level of preparedness and training.

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

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 and reviews operational and administrative reports.

Maintains contact with Town Manager and provides information to Town Board.

Directs and participates in the hiring, promotion, discipline, and evaluation of departmental employees.

Provides or ensures all mandated training; maintains training records.

Responds to emergency and non-emergency incidents, including medical care, fire, technical rescue, hazardous materials, and community service.

Tests fire hydrants and pumps.

Stays abreast of fire operations and programs including familiarity with modern fire equipment and suppression operations.

Makes periodic public addresses; interacts with community groups and citizens.

Responds to problems, complaints, or recommendations from the public or other outside entities.

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

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires comprehensive knowledge of the principles and practices of fire service management.

Work requires comprehensive knowledge of modern firefighting practices and methods and of equipment use.

Work requires comprehensive knowledge of National Fire Protection Association Codes and references as well as applicable standards and guides.

Work requires comprehensive knowledge of the laws and ordinances which pertain to fire prevention and control.

Work requires ability to develop, analyze and interpret ordinances, data and codes related to municipal fire protection.

Work requires considerable knowledge in hazard materials risk and operations.

Work requires considerable 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 building construction and the storage of flammables and explosives.

Work requires the ability to effectively supervise and evaluate the work of others and to plan, assign, and coordinate activities performed by personnel.

Work requires the ability to prepare clear and concise reports analyzing departmental operations and to develop and manage a departmental budget.

Work requires the ability to exercise sound judgment and react effectively in emergency situations and to maintain good physical condition.

Work requires the ability to speak effectively before a group and to deal tactfully and firmly with the public.

Physical Requirements

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

Must be able to perform medium work exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, read extensively, visually inspect small defects or parts, operation, or inspection of machines, and to use measurement devices, and to assemble or fabricate parts at distances close to eyes.

The worker is subject to both inside and outside environmental conditions, extreme cold and heat, noise, vibration, and hazards such as proximity to moving mechanical parts, electrical current, or exposure to chemicals.

The worker is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

Special Requirements

Possession of valid NC Driver's License, NFPA Firefighter II Certification, Chief 101 Certificate (Required by State), Possession of a Level II Instructor, Nims certified to include 300 & 400, Hazmat Fire Chief
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OPS, Basic EMT certificate (minimum), Level III Fire Inspector or Possession of Level II with a Probationary Level III.

To apply for this position, submit your [Elizabethtown Application for Employment](#) to Erin Battle-Deaver at Elizabethtown Town Hall or by email to ebattle@elizabethtownnc.org.

With your application you will also need to include a copy of your resume, cover letter, and a list of references.