

FIRE RESCUE CHIEF

General Statement of Duties

Performs complex managerial, administrative and supervisory work in directing the activities and personnel of the Fire Rescue Department. The position is responsible and accountable for performing administrative, coordinative supervisory work, and directing all of the activities of the Department.

Distinguishing Features of the Class

This position performs complex managerial, administrative and supervisory work in directing the activities and personnel of the Fire Rescue Department. The employee directs all departmental personnel, planning, budgeting, and other administrative operations. The employee develops and interprets departmental policies, procedures and guidelines and ensures their appropriate application. Work requires the employee to possess a comprehensive understanding of fires, medical emergencies, hazardous materials incidents, rescues, traffic accidents, and other emergency and non-emergency incidents that pose a threat or hazard to life and/or property. Judgment and independence are required in all aspects of work, particularly in setting work priorities and directing staff. Work may require the employee to perform other functions within the Department which may require the employee to take command at an incident, supervising staff in emergency operations. Work is performed under the general supervision of the Town Manager and is evaluated through observation, reports, and discussions.

Essential Duties and Illustrative Examples of Work

Plans, organizes, directs, and evaluates departmental operations.

Establishes the overall departmental goals and objectives.

Coordinates with other Town of Kernersville officials to meet the present needs and plan for the future needs of the community.

Prepares and maintains the departmental budget.

Develops new program initiatives.

Participates in the hiring, promotion, discipline, counseling, and evaluation of departmental personnel.

Represents the department to various interest groups.

Attends lectures, studies manuals, participates in drills and learns modern techniques to develop and maintain skills.

Plans for future operations, facilities, and equipment needs.

Develops standards, policies, and procedures and assures their appropriate application.

Assesses the departmental training needs and develops the training philosophy.

Serves as Incident Commander of emergency and non-emergency response operations, as needed.

Supervises maintenance of all records and materials associated with fire prevention or suppression activities or administration

Directs the management of special projects and technical areas of responsibility.

Makes periodic public address and meets with the news media for interviews.

Performs other duties as assigned.

Knowledge, Skills, and Abilities

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

Comprehensive knowledge of the National Incident Management System used by the Kenersville Fire Rescue Department.

Ability to communicate effectively orally and in writing.

Ability to effectively supervise and evaluate the work of personnel, and to plan, assign, and coordinate activities performed by personnel.

Ability to produce accurate reports and written documentation.

Ability to support the values and goals of the department.

Ability to read and understand technical materials.

Ability to understand and follow oral and written instructions.

Ability to operate as a member of the team and establish and maintain effective relationships with persons encountered in the course of work.

Ability to remain in control and make sound decisions during high stress situations.

Ability to develop, analyze and interpret laws, standards, statistical data and codes related to municipal fire protection.

Ability to transform the departmental goals and objectives into functional operations.

Working Conditions and 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 heavy work exerting up to 50 pounds of force occasionally, 20 pounds of force frequently and up to 10 pounds of force constantly.

Must possess the visual acuity to prepare and analyze data, perform computer work, and read extensively.

Desirable Education and Experience

Associates of Applied Science degree in Fire Protection Technology or related discipline required. Bachelor of Science degree in Fire Science or related discipline highly recommended. Must have

(10) years of career fire service experience with supervisory experience and extensive working knowledge of municipal government.

Special Requirements

North Carolina Class C Driver's License (or equivalent State issued Driver's License)

North Carolina Firefighter II

North Carolina Hazardous Materials Level I

North Carolina Fire Prevention I

North Carolina General Level II Fire Instructor

American Heart Association, CPR Certification

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Exempt

2021