

## **DEPUTY FIRE RESCUE CHIEF**

### **General Statement of Duties**

The Kernersville Fire Rescue Department is divided into two critical branches (Operations and Support Services). Each branch is responsible for fulfilling their purpose.

The Support Services branch focuses on fire & life safety prevention and education, department training, logistics and administrative support.

The Operations branch is responsible for “all risk” emergency and non-emergency services to the community. Services include emergency response to fires, medical and traumatic emergencies, vehicle rescue, technical rescue, hazardous conditions, hazardous materials and special operations.

The Deputy Fire Rescue Chief is responsible for leading and managing one of the branches. This is accomplished by establishing and monitoring operational goals and objectives, maintaining equipment and vehicles, managing staff, preparing and presenting budgets for departmental review, maintaining training and certification documentation, and responding to emergency calls when necessary. Other duties include coordinating activities with other town departments, external agencies, and the general public, assisting the Fire Rescue Chief, and serving on committees.

### **Distinguishing Features of the Class**

This position performs responsible managerial, administrative and supervisory work in directing the activities and personnel of the Fire Rescue Department. The employee assists the Fire Rescue Chief in directing departmental personnel, planning, budgeting, and other administrative operations. The employee assists in the development and interpretations of departmental policies, procedures and guidelines and ensures their appropriate application. Work requires the employee to possess a comprehensive understanding of fires, medical emergencies, fire prevention, fire investigations, 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. Personnel assigned as Deputy Fire Rescue Chief will be assigned to the Support Services Branch or the Operations Branch. Work may require the employee to perform the functions of the Fire Rescue Chief or Battalion Chief and may require the employee to take command at an incident, supervising staff in emergency operations. Work is performed under the general supervision of the Fire Rescue Chief and is evaluated through observation, reports, and discussions.

### **Essential Duties and Illustrative Examples of Work**

Manages and coordinates the operations and programs associated with assigned department branch.

Assists in establishing department goals and objectives.

Assists in preparation, implementation and maintenance of branch budget.

Develops and implements new program initiatives.

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

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

Prepares, presents and maintains branch budget

Performs ISO, accreditation, and strategic planning duties

Assesses the departmental training needs and assists in developing the training philosophy.

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

Prepares reports, documents information, and maintains records as required to ensure compliance with town, state and federal rules and regulations.

Manages special projects and technical areas of responsibility as well as oversight of work groups and committees.

Interacts with the public in a tactful and positive manner.

If assigned to the Support Services Branch, rotates after hour “on-call duties” with Fire & Life Safety Division personnel to perform investigations, inspections and provide 24-hour coverage for the Fire & Life Safety Division.

If assigned to the Operations Branch, fills in as shift Battalion Chief, as needed, to maintain minimum staffing coverage.

Assumes the duties of Fire Rescue Chief as needed.

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 and Blue Card Command System used by the Kernersville Fire Rescue Department.

Knowledge of the fire prevention codes sufficient to meet the special requirements and perform

the assigned work.

Considerable knowledge of the types of industrial and commercial operations in the Town and any related potential hazards.

Knowledge of the methods and techniques for arson investigation sufficient to meet the special requirements and perform the assigned work.

Considerable knowledge of the NFPA, OSHA standards, state statutes and local ordinances.

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 enforce codes and laws with firmness and fairness.

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 light to medium work, which includes exerting up to 35 lbs. of force occasionally and/or 10 lbs. frequently to lift, carry, push, pull or otherwise move objects.

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 or an equivalent combination of education and experience. 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 General Level I Fire Instructor
- CPR Certification
- National Incident Management System (NIMS) 400
- Blue Card Incident Command Certification

**Additional Qualifications (Must be obtained within approved timeframe)**

- Graduate of National Fire Academy Executive Officer Program or NCAFC Executive Development Program or UNCC Fire and Rescue Management Institute or equivalent program
- Basic Arson Investigation Training (if assigned to Support Services Branch)
- North Carolina Fire Prevention Inspector Level I (if assigned to Support Services Branch)

**Additional Information**

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

**Fair Labor Standards Act (FLSA) Status**

Exempt

2024