

CLASS TITLE: FIRE CHIEF

PURPOSE OF CLASS: To perform a variety of tasks in regard to the Fire Department, emergency management and employee safety. The Fire Chief is responsible for oversight of the general operations of the fire department including the development and implementation of all administrative and management programs and the day-to-day fire department operations. Administer the Town's Safety and Loss control policy. Maintain legally required records and those established by the Fire Department. Perform related work as required. This position is exempt under the Fair Labor Standards Act (FLSA). Pursuant to the Town's Organizational Chart, this position reports directly to the Town Manager.

PRIMARY TASKS:

- Manages all Department services and activities to include training, injury prevention, emergency medical services, fire prevention, and fire protection.
- Oversees and participates in the development of the department's goals, objectives, work plan and budget. Monitors the expenditures of funds to ensure compliance with the adopted budget and town policy. Applies for grant funding when applicable.
- Develops and implements departmental policies and guidelines to ensure that regulatory, legislative, and board policy matters are appropriately addressed.
- Directs personnel of the department including employees and/or volunteers. Provides supervision of employees and volunteers including oversight of performance evaluations, progressive discipline procedures and grievances.
- Dependent upon staffing, may be required to assist with fire ground and EMS operations which may include aspects of fire attack, patient care or rescue techniques.
- Directs the department's public relations efforts including campaigns to present the need for changes in ordinances and policies and to encourage fire prevention.
- Initiates internal investigations when appropriate and directs corrective action as needed.
- Attends civic, professional, and community group meetings to explain the activities and functions of the department and to promote favorable public opinions and working relations.
- Regularly required to respond and provide incident command at irregular hours and holidays.
- Regularly on-call by pager and cell phone for emergency calls.
- Establish files to accurately maintain all records.
- Manages fire code inspection program to ensure all businesses are inspected per the NC State Inspection Schedule
- Manage pre-fire planning of business occupancies
- Oversee required equipment and vehicle maintenance
- Issue all personal protective clothing, pagers and hand held radios and maintain records.
- Arrange training programs and training schedule and maintain appropriate records.

- Attend Town Board of Commissioners meetings.
- Preside over all Burgaw Fire Department Membership and Officer Meetings.
- Serve as Town's OSHA compliance officer.
- Inspect work sites for OSHA compliance.
- Arrange all safety meetings and schedule all necessary training for all personnel except police.
- Assess safety rules and regulations and consult with other officials to determine what training is needed.
- Serve as Chair of Town's Safety Committee.
- Develop disaster preparation and recovery plans for all Town activities.
- Work closely with Pender County Emergency Management in the event of an emergency in Town.
- Work closely with the Town mechanic to keep all fire vehicles in operable condition.
- Assist mechanic in making recommendations to the Town Manager when equipment needs to be replaced.
- Help prepare specifications for use when equipment (vehicles) are to be purchased.
- Perform related work as required.

EQUIPMENT OPERATED:

- Computer, fire related equipment including all trucks, two way radio, and other equipment as assigned.

WORKING CONDITIONS:

- Work involves exposure to hazards of firefighting involving some risk of personal safety and exposure to blood borne pathogens. Work involves extensive walking, bending and climbing outdoors in varied weather conditions. Must possess visual acuity, hearing, touching and the full use of arms, hands, fingers, feet & legs. Must have the ability to lift and carry up to 100 lbs. for 50 feet.

EDUCATION:

- Associates Degree in Fire Science, Emergency Management, Emergency Medical Services or related field

EXPERIENCE:

- Five years of experience in a full time fire department or ten years of experience in a volunteer fire department.
- Significant experience in managing volunteer firefighters, particularly blended (volunteer and paid staff) departments.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of fire department administration, fire-fighting methods and emergency medical methods.

- Thorough knowledge of the use and operation of a wide variety of fire motor, rescue and auxiliary apparatus.
- Thorough knowledge of all federal and state laws relating to the operation of a fire department and the records that must be kept.
- Thorough knowledge of the geography of the Town including the location of principle buildings and the layout of all streets.
- Thorough knowledge of OSHA rules, regulations and requirements.
- Basic knowledge of the repair and maintenance of fire vehicles and equipment.
- General understanding of Town operations.
- Skill in the use of assigned equipment.
- Skill in organization so records are easily maintained and retrieved.
- Skill in dealing with the public and business community.
- Ability to apply firefighting knowledge to various fire control and prevention problems.
- Ability to instruct fire personnel in proper work methods and techniques and in the use of fire apparatus and equipment.
- Ability to effectively plan, direct and coordinate all employee safety and fire activities.
- Ability to drive all fire trucks in the event that a driver is needed.
- Ability to communicate well both orally and in writing.
- Ability to deal tactfully and courteously with business and industry representatives, community groups, Town employees, the general public and the media.
- Ability to prepare written reports and recommendations.

SPECIAL REQUIREMENTS:

- NC State Certified Firefighter
- NC State Certified Fire Officer I
- NC Chief 101 Certification
- NC State Certified Fire Inspector Level I
- Ability to obtain NC State Certified Fire Inspector Level III within two years of employment.
- NC State Certified Fire and Life Safety Educator Level I
- NC Driver's License
- Residence within the Pender Central Fire District. Prefer residence within the corporate limits of Burgaw.
- Must be a member of the Burgaw Volunteer Fire Department or be able to become a member after employment.

Approved & Adopted by the
Town of Burgaw Board of Commissioners

Date: _____

Chadwick McEwen
Town Manager