



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

FIRE CHIEF

General Statement of Duties

Performs difficult supervisory and administrative work in directing the activities and personnel of the Town's Fire Department.

Distinguishing Features of the Class

An employee in this class plans, organizes, and leads a variety of departmental activities to include firefighting, rescue, fire inspection, training, public education, emergency medical response, hazardous materials response, emergency management response, and fire prevention in protecting the lives and property of the citizens. Work includes establishing a vision of excellence in customer service and emergency response readiness and long range planning for programming, facilities, staff, and equipment needs. The Chief manages the department staff, prepares and monitors the budget, plans, and evaluates work operations, and directs the hiring, training and counseling of personnel. The Chief evaluates the need for new equipment, stations, water supply, and programs, and ensures a program of fire prevention, inspections, and fire investigations. The employee attends major incident response and may take command at the site; consequently, skills must be maintained in the use of firefighting and fire equipment operation. The role is responsible for serving as liaison with County Emergency Management staff in developing and maintaining a Town emergency management plan and response and coordination of Homeland Security requirements. The employee is subject to hazards associated with firefighting, 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. Work may be subject to the final OSHA standards on blood borne pathogens. Employee 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 prevention and suppression, rescue, emergency medical response and related matters; develops short and long range goals.
- Manages full and part-time/volunteer staff to assure effective firefighting 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.

- 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 and requisitions equipment and supplies; insures proper maintenance of facilities and equipment.
- Participates with Town management and other federal, state, and local officials in planning for long range needs for stations, equipment and staffing, and in planning for all types of emergency response; coordinates construction of facilities with architects, contractors and others.
- Prepares and reviews operational and administrative reports.
- Performs the hiring, promotion, discipline, and evaluation of departmental employees; insures high levels of training, motivation, and performance.
- Ensures the development of new or the modification of existing policies, procedures, and/or standards.
- Serves as liaison with the County Emergency Management function; attends meetings to represent the Town; prepares and maintains Town emergency management and response plans; coordinates with the County during emergency conditions; ensures Homeland Security requirements are met.
- Manages contract for rural fire district and ensures appropriate service, water supply, and response.
- Responsible for Cause and Origin investigations of all fires in the Fire District.
- Fills staff positions as needed
- Participates in emergency planning for the Town of Selma

Additional Job Duties:

- Develops inter-governmental relationships with local, county, state, and federal agencies.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles and practices of fire 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.
- Thorough knowledge of Town personnel, purchasing and budgeting policies and procedures.
- Considerable knowledge of the laws, regulations, principles and practices involved in modern personnel administration and of modern and effective supervisory principles and practices including motivations, leadership, communications, conflict resolution, hiring, discipline, and performance coaching and evaluation.
- Knowledge of the application of information technology to fire service and fire management.
- 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 construction and the storage of flammable materials and explosives.
- Knowledge of OSHA regulations and safety practices and accident prevention principles and practices.
- Working knowledge of emergency management planning and execution.
- Skill in collaborative conflict resolution and problem-solving.
- 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 effectively supervise and evaluate the work of staff, and to motivate, communicate, counsel, and otherwise establish high morale and productivity.
- 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, pushing, pulling, lifting, 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 visual acuity to size up the color, volume, and extent of fire involvement at fire scenes, to operate heavy fire apparatus in emergency situations, and to prepare records and reports.
- Must possess the visual acuity to perform accounting, computer work, and extensive reading in addition to the ability to distinguish people and objects at emergency scenes.

Desirable Education and Experience:

Graduation from an accredited college or university with a degree in public administration, business administration or related field and completion of advanced courses and seminars in fire administration and management and considerable supervisory experience of an increasingly responsible nature. Knowledgeable in fire suppression and/or prevention; or an equivalent combination of education and experience.

Special Requirements:

- Possession of a valid North Carolina Driver's License and ability to obtain a Class B License
- NC Fire Officer II certification.
- NC Firefighter
- NC EMT
- NC Driver Operator Pumps
- NC Emergency Vehicle Driver
- NC Haz-Mat Operations
- NC Fire Inspections Level III
- NC Driver Operator Aerial
- NC Fire Instructor Level II
- CPS Certification

Preferred

Certified Fire and Arson Investigator
OSHA Safety Officer

The hiring salary range for this position is \$80,440.50 to 107,560.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; **however, resumes are not accepted in lieu of a completed employment application.** It is preferred that all completed and signed Employment Applications be submitted via email to lblanton@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.