

TOWN OF CANTON, NORTH CAROLINA
CLASS DESCRIPTION
CLASS TITLE: FIRE CHIEF

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| Department: | Fire Department |
| Reporting To: | Town Manager |
| Direct Reports: | Firefighters and all Fire Department Employees |
| FLSA Status: | Exempt |
| Last Updated On: | November, 2015 |

GENERAL DESCRIPTION OF CLASS:

Under general guidance, performs highly responsible administrative and supervisory work in directing the personnel and operations of the Town's Fire Department; performs related work as required.

ESSENTIAL FUNCTIONS:

- Plans, organizes and directs programs and activities for effective fire prevention, fire suppression, specialized rescue, fire investigation, hazardous materials mitigation, and public fire education operations.
- Supervises paid and volunteer personnel through the chain of command, including instructing, assigning, reviewing and planning work.
- Leads recruitment and selection of new employees; acts on employee problems; applies corrective action in accordance to Town personnel policy.
- Determines employee discipline and discharge; employee transfers, promotions, and salary increases.
- Schedules shifts; ensures all shifts are manned in compliance with regulations.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Provides for adequate employee training and development programs.
- Develops policies and procedures to govern the activities of the Department and ensures implementation of same.
- Oversees the development and administration of the Department budget; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time; reviews and approves all expenditures.
- Serves as Chief Code Enforcement Office for the Town; enforces Town ordinances; issues citations.
- Evaluates standards of Fire Insurance Rating established by the State Department of Insurance/OSFM with a view toward fullest possible implementation in order to achieve an improved fire classification for the Town.
- Ensures the Department's compliance with applicable federal, state, and local laws and regulations and standards of safety.
- Leads planning and for state insurance inspections.

- Procures, assigns and ensures the proper maintenance of equipment and apparatus; evaluates the need for the repair of existing or the purchase of new apparatus; requisitions equipment and supplies as needed.
- Oversees all capital equipment purchases/leases for equipment and vehicles.
- Attends Town Governing Board meetings to give reports.
- Plans, coordinates, and facilitates community meetings.
- Ensures the preparation and maintenance of accurate and up-to-date department records; prepares operational and administrative reports as required.
- Conducts long-range planning for staff, equipment, and facilities to meet community growth needs.
- Plans and administers mutual and automatic aid agreements with other agencies as appropriate or necessary to ensure maximum effectiveness and efficiency of emergency response operations.
- Studies the growth of the Town and general building trends and makes recommendations for expansion and improvement of firefighting, rescue and other emergency services.
- Recommends the location of fire hydrants, fire flow, and the development of emergency water supply.
- Responds to all major alarms and fire calls.
- Take command of fire ground operations.
- Oversees fire code inspection and enforcement.
- Attends and participates in public functions to promote fire prevention and safety and to establish and maintain favorable public relations.
- Receives and responds to public and news media inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.
- Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, reviewing mail and literature, attending, and conducting meetings, etc.
- Attends required training courses and seminars.
- Attends national, regional, state, and local conferences, conventions, and other meetings to remain knowledgeable of modern fire / rescue service methods and administration.
- Remains available 24 hours per day, seven days per week, for emergency response.
- Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Thorough knowledge of fire department administration, firefighting methods, and round command activities.
- Thorough knowledge of the use and operation of a wide variety of fire motor and auxiliary apparatus.
- Thorough knowledge of laws, rules, and regulations relating to fire control and prevention.
- Thorough knowledge of the geography of the Town including the location of principal buildings.
- Thorough knowledge of Town and State building code requirements regulating the construction or renovation of residential and commercial buildings.
- Considerable knowledge of code enforcement principles.
- Considerable knowledge of personal computers, laptops, tablets, Microsoft Office for Windows and GIS.

- Ability to operate a personal computer with a Windows operating system and Windows Office Suite.
- Ability to apply firefighting knowledge to various fire control and prevention problems.
- Ability to maintain discipline and the respect of subordinates and to lead and command effectively.
- Ability to instruct fire personnel in proper work methods and techniques and in the use of fire apparatus and equipment.
- Ability to plan, initiate, and carry out current and long term programs in fire department administration, employee training, and fire prevention
- Ability to effectively plan, direct, and coordinate all fire activities.
- Ability to effectively evaluate the personnel and operations of the fire service.
- Excellent verbal and written communications skills.
- Ability to speak in front of groups, informally and formally.
- Ability to deal tactfully and courteously with business and industry representatives, community groups, and the general public and the media.
- Ability to adapt to technological changes.
- Ability to research and write grants and forge partnerships to reduce operating expenses.
- Good physical condition.

EDUCATION AND EXPERIENCE REQUIRED:

- High School diploma or GED, supplemented with an associate degree in fire science; completion of advanced courses and seminars in fire administration and fire rescue and/or any equivalent combination of training and experience required to perform the essential position functions.
- Considerable experience of an increasingly responsible nature in municipal fire service; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS:

- Valid North Carolina driver's license.
- Firefighter Level III License
- Fire Inspector Certification
- Code Enforcement Certification
- First Responder/EMT License
- Hazardous Material License
- Must reside at a location within a 15 minute drive of the Fire Station.

WORKING CONDITIONS:

- The job may have exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes and/or noxious odors, traffic, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, explosives, violence.

ADA COMPLIANCE

The Town of Canton is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Physical Requirements:

- Move heavy objects (50 pounds or more) long distances (more than 20 feet).
- Ability to work in confined spaces such as attic crawl spaces.
- Ability to tolerate and endure extreme fluctuations in temperature while performing job duties.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Rely on sense of sight, hearing, touch, and smell to help determine the nature of an emergency and make operational decisions.
- Ability to work at heights greater than ten feet.
- Ability to perceive red, yellow, and blue colors to recognize hazards identified by fire diamonds.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Bend or stoop repeatedly or continually over time to perform emergency medical services, or perform duties on the fire ground.
- Perform duties requiring frequent pulling of 40 pounds or more, such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus.
- Lift arms above shoulder level to cut vent holes with an axe or to force entry into automobiles using specialized tools.
- Ability to use Self-Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases.
- Ability to travel across wet, slippery, rough and uneven or rocky surfaces.