

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work directing the activities and personnel of the Fire Department; does related work as required. Work is performed under general supervision. Supervision is exercised over all departmental personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing, directing and supervising all fire suppression, fire prevention and inspection programs; coordinating work with City Manager and other departments; maintaining records and preparing reports.

Plans, directs and reviews activities of personnel performing fire prevention and suppression services;
Makes recommendations for the establishment and maintenance of an adequate fire defense;
Responds to calls and takes command of firefighting personnel at major fires;
Makes assignments and supervises subordinate officers in the care and maintenance of equipment stations and other supplies and equipment;
Prepares and writes city's safety policy regarding confined space, trenching, breathing apparatus, etc.;
Ensures paid staff and volunteers maintain sufficient level of preparedness training;
Serves as city safety coordinator; chairs Safety Committee; develops safety program;
Conducts fire investigations; determines origin and cause of fires;
Reviews plans for compliance with fire code;
Makes recommendations concerning amendments and improvements in building codes and other regulating ordinances affecting fire prevention and fire suppression programs;
Reviews reports on departmental activities;
Establishes departmental priorities for maintenance, training, prevention, and inspection;
Prepares and administers the departmental budget; monitors expenditures;
Prepares long-range plans for the development of fire protection services;
Evaluates work of subordinates;
Provides short and long-range planning services for Fire Department;
Maintains reasonable and predictable attendance;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of fire administration, including organization, staffing, financing, equipment management and maintenance, records and reports; comprehensive knowledge of modern firefighting techniques and equipment; thorough knowledge of the laws and regulations relating to the control and prevention of fire; ability to plan, layout and review the activities of a fire department and to maintain discipline; ability to exercise sound judgment in emergencies; ability to analyze the effectiveness of a firefighting organization and to institute improvements; ability to prepare and review reports; ability to establish and maintain effective working relationships with associates, government officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in fire science or related field and extensive experience in firefighting work including considerable supervisory experience in the fire service.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina. Must meet and maintain the minimum training and experience requirements established for the position by the City.