

FIRE ADMINISTRATIVE CHIEF

Position Code: 2602

WC Code: 7710

FLSA Status: Exempt

Pay Grade: 358

Location: Fire

Approval Date: 2017

General Statement of Duties

Performs difficult administrative work for planning and managing the logistical needs for public fire protection services, and responsible for the specification, procurement and maintenance of department assets.

Work is performed under non-emergency and emergency conditions and may involve personal hazard. Supervision may be exercised over subordinate staff and logistical work is coordinated with department personnel, Town staff and external vendors.

Distinguishing Features of the Class

An employee in this class is accountable for planning and managing the logistical needs of the department for full-time and part-time staff. Work requires that the employee stay abreast of state-of-the-art fire suppression procedures, techniques and equipment, and requires the employee to incorporate the necessary changes into in-service training. The employee is subject to the hazards associated with firefighting and rescue work including working in inside and outside environment, in extreme hot and cold temperatures, loud noise, vibration, moving parts, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. The employee is also subject to the final OSHA standards on blood borne pathogens. Work is performed under the general supervision of the Fire Chief and is evaluated through conferences and written reports concerning the quality and effectiveness of work completed.

Duties and Responsibilities

Manages the specification, procurement and maintenance of all fire department assets to include fire department facilities, firefighting apparatus and equipment, department vehicles, and technology assets.

Develops and recommends departmental budget cost estimates; manages capital project and operating budget expenses.

Procures equipment by writing specifications and bids, receiving quotes from multiple sources, writing purchase order requests, and obtaining approvals for various equipment and departmental needs.

Functions as the departmental liaison to Information Technology Department, Fleet Management and Facilities Management groups within the Town; coordinates the 24-hour maintenance needs of the department with Town staff and external vendors.

Functions as a general staff officer for logistics or other position as needed at major emergencies or other functions as listed in the Town's emergency operations center; may supervise and command emergency operations.

Manages departmental activities to comply with the North Carolina Rating System for apparatus and equipment maintenance, including annual pump testing, aerial testing, self-contained breathing apparatus testing, breathing air testing and fire hose testing.

Leads employee work-teams that develop facility, vehicle and firefighting equipment specifications; leads meetings with fire department personnel.

Develops departmental operating guidelines for specifying and the maintaining of fire department assets.

Shares the administrative duties associated with employee relations to include promotion, evaluation, and discipline processes.

Attends various committee meetings representing the Town and / or the Fire Chief

Performs other job-related tasks as required.

Serves as liaison with other Town departments and agencies;

Serves as liaison with County, State, and Federal agencies.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Comprehensive knowledge of principles and practices of fire suppression; comprehensive knowledge of Town and departmental rules and regulations; comprehensive knowledge in operation and maintenance of apparatus and equipment; comprehensive knowledge of administrative and of supervisory principles and practices; comprehensive knowledge of the occupational safety hazards of the work and of necessary safety precautions; ability to perform

fire and rescue activities and implement an effective public fire protection program; ability to effectively supervise others in emergency and non-emergency settings; must demonstrate the ability and desire to promote positive relationships, mutual support, trust and unity of direction within the fire department and the community.

Physical Requirements

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, hearing and 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, to operate a computer terminal, perform reading and manipulate figures, and prepare records and reports.

Minimum Education and Experience

An Associate's Degree in fire science, public administration, business administration or related field and five to seven years of related experience, or an equivalent combination of education and experience.

Special Requirements

A valid class "B" driver's license issued by the State of North Carolina

North Carolina Level II Fire Instructor certification

North Carolina Emergency Medical Technician or higher

North Carolina Level II Fire Officer certification

NIMS Incident Command System certification, NIMS 100,200,300,400,700,800

North Carolina Hazmat Technician certification

North Carolina Emergency Vehicle Driver

The employee is encouraged to participate in a professional development program that may include any of the following:

- University of North Carolina School of Government courses including budgeting and financial planning and/or municipal administration.

- North Carolina Association of Fire Chief's Executive Development Program
- National Fire Academy Information and Planning Curriculum
- National Fire Academy Executive Fire Officer Program
- University of North Carolina School of Public Health, Community Preparedness and Disaster Management Certificate
- North Carolina State University, Construction Project Management