



Piney Grove Fire & Rescue Department

Effective Date:

Job Description: Fire Chief

Position Supervisor: PGFR Board of Directors

FLSA : Exempt employee

Salary: Salary Commensurate with Experience

I. Distinguishing Features of the Class:

The fundamental reason this classification exists is to direct and manage all firefighting, fire prevention, and emergency service activities of the Department. The Fire Chief is responsible for developing recommendations for the protection of life and property in the District.

Administrative duties include planning, directing, and controlling departmental activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The Fire Chief consults with the Board of Directors on problems of policy and planning but works independently in supervising technical operations

This position requires the emotional and psychological stability needed to work in a professional emergency service environment. A professional firefighter must be able to accept constructive criticism in a mature fashion, effectively communicate and interact positively with fellow employees and the public, function as part of a team, tolerate and function effectively under stress, deal calmly and effectively with extreme trauma, violence, physical and mental illness, disability, injury, and death.

Regular work hours are 8 hours a day 40 hours a week but may be extended in the event of disasters, manpower shortages, workload, or calls in progress. The employee must be available and present for work as scheduled, be on call as ordered or needed in an emergency, and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

II. Essential Job Functions:

- Directs and oversees the activities of the Department.
- Develops general and technical policies for the administration of the department;
- Plans, recommends, implement, and review the departments short and long range goals;
- Directs administrative functions including planning, equipment purchasing, personnel administration, and allocation of resources;
- Prepares annual budget and controls daily expenditures;
- Evaluates needs of department and recommends Capital Improvement Projects;
- Establishes operational standards for department;
- Represents the department in a professional manner at a variety of meetings, which includes communicating with local and county officials, and the public.
- Responds to alarms/emergencies as required, assume command when appropriate or necessary, capable to perform full range of duties required of firefighter or emergency medical care;
- Responds to situations or dispatched calls for service that would require weekend, holidays, or after regular assigned working hours;
- Assists with manpower shortages when appropriate.
- Oversee and approve the selection, assignment, training, promotion, evaluation, and discipline of personnel.
- Attend meetings as required by the department.

III. Required Knowledge:

- The principles, practices, methods, and equipment employed in modern firefighting, emergency medical care, and hazardous materials mitigation.
- Fire hazards and fire prevention techniques.
- The use of fire and other related records and their application to fire prevention and fire protection administration.
- Familiar with Records Management Systems.
- Thorough knowledge of modern administrative principles, practices, and procedures.
- State and Federal grant programs as they relate to emergency services.
- Business and strategic planning as it relates to the Fire Service.

IV. Expected Abilities:

- Direct and coordinate a multidisciplinary staff in firefighting, fire prevention, and other fire/medical emergency service activities.
- Perform a broad range of supervisory responsibilities over others.
- Maintain discipline and respect for employees.
- Communicate orally with customers, clients, or the public in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Comprehend and make inferences from written material in the English language.
- Observe, monitor, or compare data to determine compliance with prescribed operating standards.
- Establish relationships and work cooperatively with department management, employees, and the public.
- Lead and command effectively in emergency situations.
- Produce clear, concise, and comprehensive written reports.
- Understand the current ISO and NCRRS standards while maintaining and/or improving the Departments' current rating.
- Review or check the work products of others for conformance to standards.
- Ability to evaluate and recommend appropriate instructional courses to subordinates and create growth potential for members of department.

V. Minimum/Required Qualifications:

- Must possess a high school diploma or GED equivalent.
- Must possess or be able to obtain a class B NC driver's license and have an acceptable driving record and capable of driving any of the fire department vehicles.
- Must be able to meet the physical requirements of the department.
- Must be able to successfully pass required drug screening.
- Must not have any criminal felony convictions or disqualifying criminal history within seven years.
- Must obtain residence within 3 miles of PGFD district line.
(required before released from job probational period).
- Some Supervisory experience.
- Must attend required training and renew certifications required by department.
- Must have NC/IFSA Firefighter I certification.
- Must be trained to Operations level in hazardous material response.
- Must have NC/IFSA Fire Officer certification.

- Must have National Incident Management System ICS 100, 200, 300, 400, 700, & 800.
- Must have NC EMT-Basic/NREMT or higher certification.
- Needs to be familiar with personnel management, regulations, and practices.
- Needs to be familiar with benefit packages administration including but not limited to retirements systems, health insurance, AD & D insurance, life insurance, and other benefit packages.
- Needs to be familiar with labor regulations and laws.
- Needs to be familiar with NFPA and OSHA regulations and requirements.

VI. Preferred Qualifications:

- Ability to obtain Firefighter II,
- NC/IFSAC Technical Rescuer Certification
- NC/IFSAC Fire and Rescue Instructor II
- Associates Degree or higher in Fire Science or related fields.
- Completion of fire/emergency services related to professional services.

VII. Additional Duties:

- The statements within this document are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. The job description is subject to change as the needs and requirements of the job change.

VIII. Qualifying Statement:

- The PGFR Board of Directors will evaluate each applicant's qualifications and take into consideration the individuals training, education, experience, specialized skills/knowledge and their abilities when determining salary and ability to perform tasks required for the position posted.