



The Town of Waynesville North Carolina

INVITES YOUR INTEREST IN THE POSITION OF

FIRE CHIEF, WAYNESVILLE FIRE DEPARTMENT

The Town of Waynesville, NC is currently seeking qualified applicants for the position of Fire Chief. The Town of Waynesville, located approximately 25 miles from Asheville, is a vibrant community known for its scenic beauty and thriving local culture. The Fire Chief will oversee all aspects of the Waynesville Fire Department.

The starting range is \$63,984.60 - \$87,445.62, with a 5% increase after 6 months of excellent service. This position includes a competitive benefits package and robust career development opportunities.

Apply Today! Email your application to
pmccurry@waynesvillenc.gov



Job Posting

Date: January 7, 2024
From: Human Resources Department
Position: Fire Chief
Salary: \$63,984.60 - \$87,445.62 DOE
Grade: Department Head

GENERAL DESCRIPTION OF CLASS

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

Distinguishing Features of the Class

An employee in this class directs a variety of departmental activities including fireground operations, emergency medical and rescue operations, fire inspection and code enforcement, and fire prevention in protecting the lives and property of the citizens. The Chief supervises the departmental 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 and programs, ensures a program of fire prevention, inspections, and fire investigations. The employee attends major fire calls and may take command at the site; consequently, skills must be maintained in the use of firefighting and fire equipment operation. 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. Employee may be exposed to atmospheric conditions and human body fluids and thus covered by the OSHA bloodborne pathogen rules and regulations, may be required to wear a respirator, and may be required to work in close quarters. Considerable judgment and expertise are required in directing departmental activities, especially in training and setting and monitoring work standards. Work is performed under the general supervision of the Town Manager and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of firefighting methods and techniques.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, organizes, and directs departmental operations and establishes overall departmental policies on fire and related matters; develops and evaluates short and long-range goals.
- Works with staff to ensure effective firefighting operations and to maintain sufficient level of preparedness and training.
- Maintains an awareness of personnel, property, and operations of the department; analyzes and takes action on such information in order to improve departmental operations; evaluates work performance; reviews work objectives and expectations.
- Monitors and evaluates fire prevention programs, risk reduction programs, inspections, and fire investigations and ensures that programs are ongoing; seek out and attempts to correct places and conditions dangerous to the safety of Town citizens from fire.
- Prepares budget projections of anticipated expenditures and CIP needs for the department; assigns personnel and equipment; evaluates the need for the repair of existing or the purchase of new apparatus and requisitions equipment and supplies.
- Prepares and reviews operational and administrative reports.
- Prepares and presents reports to the Town Council, including annual work plan.
- Directs and participates in the hiring, promotion, discipline, and evaluation of departmental employees.
- Ensures the development of new or the modification of existing policies, procedures, and/or standards.
- Serves on various regional and state boards and committees. .
- Evaluates the need for repairs and the purchase of new apparatus.
- Plans and coordinate activities for natural disasters and acts as the Town Emergency Manager during activated events; maintains the Town disaster plan.
- Develops an intergovernmental relationship with local, county, state, and federal agencies.
- Make presentations to civic clubs and organizations on departmental operations.
- Attend training required to maintain certifications.

Additional Job Functions

- Responds to alarms and fire calls and may take command of fire ground operations; stays abreast of fire operations.

- Performs related duties as required.

Knowledge Skills and Abilities

- Thorough knowledge of the principles and practices of fire service management and skill in their application and of NFPA Codes and references as well as all applicable standards and guides.
- Thorough knowledge of modern firefighting practices and methods and of equipment use.
- Thorough knowledge of the laws and ordinances which pertain to fire prevention and control.
- Thorough knowledge of hazards associated with the fire service and safety precautions necessary to the fire service.
- Considerable knowledge of modern and effective supervisory principles and practices including leadership, motivations, communications, performance coaching and evaluation and positive discipline.
- Knowledge of the Town's personnel, purchasing and budgeting policies and procedures.
- Knowledge of personnel laws and regulations related to hiring, promotions, work assignments and working conditions.
- 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 inflammables and explosives.
- Knowledge of the application of information technology to the fire service.
- Skill in collaborative conflict resolution, problem solving, and public speaking.
- Ability to prepare clear and concise reports analyzing departmental operations and to develop and manage a departmental budget.
- Ability to communicate effectively in oral and written forms.
- Ability to effectively supervise and evaluate the work of staff, and to plan, assign, and coordinate activities performed by personnel.
- Ability to exercise sound judgment and react effectively in emergency situations.
- Ability to speak effectively before a group, to deal tactfully and firmly with the public, and to establish and maintain effective working relationships with public officials, other fire departments, and other Town departments.

Minimum Experience and Training

Completion of a four-year degree in fire science or related field and considerable experience of an increasingly responsible nature including supervisory and management

experience in the municipal fire service with effective people skills; or an equivalent combination of education and experience.

Special Requirements

- Possession of the following certificates issued by the State of North Carolina:
- Firefighter Level II Certification
- N.C. EMT-B
- Hazardous Materials - Operations Level preferred
- NIMS 100, 200, 700, 800 preferred
- NC Technical Rescuer and Vehicle Rescue preferred
- Wildland Firefighter S-130, S-190, and L-180 preferred

Competencies

- Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.
- Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.
- Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information; Includes having math and reading skills appropriate to job level.
- Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.
- Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.
- Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of climbing,

balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Must possess the visual acuity to work with data and figures, operate computer work, operate fire equipment and apparatus, do extensive reading, and observe and inspect the work of others for thoroughness and accuracy.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright / dim light, extreme heat and/or cold, wet or humid conditions, dusts and pollen, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, confined spaces, disease/pathogens, toxic / caustic chemicals, dangerous gases, heights.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities, and odor perception.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

The Town of Waynesville 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.

Interested applicants may submit an application to:

Town of Waynesville
Attn: Human Resources Director
16 S. Main Street
Waynesville, NC 28786
pmccurry@waynesvillenc.gov

