



## *Pinebluff Fire & Rescue*

*"Serving the Community since 1926"*

580 North Walnut St  
Pinebluff N.C. 28373  
Tel/ 910-281-3053



**CLASS TITLE:** Fire Chief

**PURPOSE OF CLASS:** Under general direction, performs highly responsible administrative and supervisory work in directing the activities and personnel of the Town's Fire Department; performs related work as required.

**PRIMARY TASKS:** (Any one position may not include all of the tasks listed, nor do the examples necessarily include all of the tasks performed.)

- \* Plans, organizes and directs department volunteer personnel and operations and establishes overall department policies on fire related matters.
- \* Responds to alarms of fire and takes control of the fire ground.
- \* Participates in post-fire operations of cleaning and salvage.
- \* Maintains proper records on fire calls and equipment.
- \* Cleans, services, maintains and makes repairs to fire fighting vehicles, equipment, and fire station.
- \* Evaluates the need for and requisitions new apparatus, equipment and supplies.
- \* Directs the investigation of causes and circumstances of fires to detect their causes.
- \* Supervises the operation of departmental in-service training of personnel.
- \* Interviews prospective fire personnel.
- \* Prepares and submits periodic reports of activities.
- \* Attends meetings, conferences, and makes presentations when necessary and required.
- \* Performs other duties as required.

**EQUIPMENT OPERATED:** Fire apparatus, hand tools, and other equipment as needed.

**REPORTING RELATIONSHIP:** This position reports to the Mayor and the Town Board.

**WORKING CONDITIONS:** Not adverse; however, position would be subject to fire hazards associated with the fire service when responding to alarms.

*"Fire Prevention Saves Lives"*

## **QUALIFICATIONS OF CLASS:**

**Education:** Graduation from an accredited high school supplemented with completion of the North Carolina Fire Prevention School; completion of advanced courses and seminars in the fire service; preferably completion of an associate degree in Fire Science.

**Experience:** Considerable experience in fire service management including experience as a fire fighter; or an equivalent combination of training and experience that provides the required knowledge, skills and abilities.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- \* Comprehensive knowledge of fire department administration, firefighting methods, wide variety of fire motor and auxiliary apparatus and ability to apply this knowledge to varied fire control and prevention problems.
- \* 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 principle buildings and the types of industrial and commercial operations and the potential fire hazards typical of each.
- \* Ability to maintain discipline and the respect of volunteers and paid staff, to lead and command men and women effectively, and to instruct them in proper work methods and techniques and in the use of fire apparatus and equipment.
- \* Ability to establish and maintain good working relationships with other town employees, and to establish rapport with general public.
- \* Ability to prepare and present clear, concise and complete reports.
- \* Good physical condition and good judgment.

**SPECIAL REQUIRMENTS:** Certification by the NC Fire Marshall's office as a Firefighter II and Driver/Operator; Possession of an appropriate valid North Carolina drivers license; preferably a CDL.

**SPECIAL NOTE:** This generic class specification gives a sound overview of the job class, its essential functions (indicated by an \*), and necessary job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical ability's checklist providing lengthy details about the one specific position. These documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.