

**TOWN OF DURHAM
JOB DESCRIPTION
Fire/Rescue Chief**

Job Title:	Fire/Rescue Chief	Classification:	Exempt
Department:	Fire Department	Other:	
Reports To:	Town Manager	Supervisory:	Yes
Position Type:	Full-time; Monday through Friday		

GENERAL SUMMARY: The Fire/Rescue Chief oversees management of, planning, organizing, directing, and implementing firefighting, fire prevention, emergency medical activities, and emergency management activities of the Durham Fire and Rescue Service to prevent or minimize the loss of life and property by fire, and other emergency situations, as required. Holds position of Emergency Management Director: Coordinates the development of the municipal emergency management program that seeks to mitigate the effects of emergency hazards, prepares measures that will preserve life and minimize damage, coordinates responsibilities and provides necessary assistance during emergencies, and establishes a recovery system to return the municipality to a pre-emergency state following a major emergency.

ESSENTIAL JOB FUNCTIONS:

- Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Responsible for coordination with area municipalities and rescue entities as appropriate.
- Recruits and retains on-call and per-diem firefighters and EMS personnel to maintain staffing levels.
- Ensures that personnel records, including training activities, are accurate and current.
- Reviews and comments on public and private development projects relative to public safety issues consistent with relevant standards and codes.
- Ensures that inventories of supplies are maintained at a proper level.
- Identifies and applies for Federal, State, and local grants as applicable.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Town Fire/Rescue Department in a variety of national, regional, local, county, and state meetings.
- Stays abreast of State/Federal and Industry standards and ensures compliance with the same.
- Coordinates and performs as needed, maintenance and repair of all department equipment and facilities.
- Conducts Fire Department pre-planning visits and on-site inspections as needed.
- Interfaces with the public and the media, as necessary, on matters pertaining to fires, fire prevention, and fire safety.
- Coordinates fire prevention and emergency medical services education to schools, residents, and businesses.
- Plans, coordinates, supervises, and evaluates Firefighting and Rescue activities.

- Establishes policies and procedures for Fire/Rescue Department in order to implement direction from the Town Manager
- Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the budgets
- Plans for and reviews specifications for new equipment.
- Responds to alarms and direct activities at the scene of major emergencies, as required.
- Directs the operation of departmental in-service training activities.
- Prepares and submits monthly reports to the Town Manager regarding the Department's activities and prepares a variety of other reports as appropriate.
- Responsible for Fire & Rescue personnel administration.
- Develops Fire and Rescue procedures and ensures compliance.
- Identifies the service and policy needs of the Department.
- Emergency Management Director
 - Coordinates with the County Emergency Management Agency the development of a Federal and State-mandate emergency operations plan for the Town of Durham and its departments, private institutions, organizations, and industry.
 - Coordinates the scheduling and implementation of emergency management training programs and exercises for public safety and the general public with the County Emergency Management Agency for the benefit of the Town of Durham.
 - Develops an emergency operational center (EOC) from which key government officials will exercise direction and control over emergency operations.
 - Directs the EOC staffing and implements internal operating procedures to permit key local officials to conduct coordinated emergency situations.
 - Provides knowledge and advice to operating department heads, such as the Road Commissioner and School Principal, on the special conditions and operating requirements imposed by emergencies.
 - Maintains the Town of Durham's alerting/warning system.
 - Coordinates the identification of resources in manpower, equipment and materials for conservation and deployment during emergencies.
 - Maintains the Town of Durham's emergency communications systems.
 - Coordinates the emergency public information program for the dissemination of essential emergency information to the Town Manager, Road Commissioner, and School Principal.
- Holds position of Forest Warden
 - Takes initial action to control wildfires
 - Reports all open burning violations
 - Issues burning open burn permits and campfire permissions
 - Monitors and administers the online burn permit system
- Holds position of Local Health Officer
 - Provides overall health resource to the community
 - Be a mediator and problem solver in resolution complaints
 - Investigates and enforces compliance directives
 - Reports to CDC on perceived local public health threats
- Must be able to respond within 20 minutes
- Must get along with others in a professional manner
- Maintains regular, predictable, and reliable attendance
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- Places an emphasis on safety, efficiency, quality and productivity

- Follows all Town and Department policies
- Performs other related work as required

KNOWLEDGE/SKILLS

- Knowledge of the techniques of basic life support.
- Must maintain a thorough knowledge of department regulations and SOG guidelines
- Writing official reports for department business, and completing patient care reports for EMS calls

ABILITY TO:

- Learn the geography of the Town of Durham and locations of various hospitals
- Accurately maintain records
- Use computer software programs effectively and efficiently.
- Use independent judgment, problem solve and collaborate in order to accomplish tasks
- Provide a high level of customer service to both internal and external customers
- Make calm rational decisions in abnormal situations
- Communicate professionally and effectively, both orally and in writing
- Establish and maintain effective working relationships with employees, vendors, the public, Town officials, and others
- Attend any required or recommended courses or training

MINIMUM REQUIREMENTS

Experience and Education/Training:

- Associate’s degree in related discipline is preferred or an equivalent combination of experience, training, and education.
- EMT Basic or advanced license with 3 years’ experience

Licenses/Certifications:

- Maintain valid Driver’s License
- EVOC or AVOC
- ACLS/PALS and fire background preferred

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment and physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with limitations to perform the essential functions.

Work is often performed in emergency and stressful conditions and in high, busy traffic or precarious places and may occasionally be exposed to wet or humid requirements, fumes, or airborne particles, toxic chemicals, risk of electrical shock and injury. Maybe exposed to hazards associated with emergency medical operations including bloodborne and airborne diseases and other potentially infectious materials. May be exposed to loud noises at emergency scenes.

Work is performed primarily in the station, in vehicles and outdoor settings in all weather conditions, including temperature extremes. Nights and weekends may be required for work for long hours at emergency scenes.

Strenuous physical effort required, must frequently lift and/or move 30 pounds and occasionally lift and/or move up to 75 pounds. Must be able to lift a stretch and lift and carry up to 75 pounds.

Frequently required to sit, talk, or hear, stand, walk, use hands and fingers to handle and operate tools and equipment, and reach over your head to perform the essential functions of the position. Occasionally required to climb or balance, stoop, kneel or crouch and crawl. Must be able to clearly see, including close and distance vision on scenes, to write reports and perform duties and maintain equipment and skills as required.

Must be able to work in all weather conditions and for long periods of time at incidents.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. The job description does not constitute an employment agreement between the employer and employee.

Employee Signature:

Date: