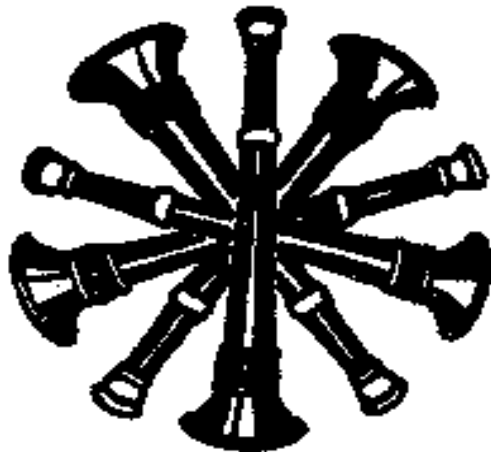


LEBANON VOLUNTEER FIRE DEPARTMENT

POSITION DESCRIPTION

Class Title:

Fire Chief



FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Fire Chief
Department: Lebanon Volunteer Fire Department, Inc.
Date: March 4, 2008

GENERAL PURPOSE

Performs a variety of administrative, supervisory, and technical work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property from fire and emergency medical conditions.

SUPERVISION RECEIVED

The Chief works under the general guidance and direction of the Lebanon Board of Directors.

SUPERVISION EXERCISED

Supervises the paid officers, Volunteer Deputy and Assistant Fire Chiefs directly, and other department staff through these subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates Fire and EMS operations.

Establishes policies and procedures for Fire and EMS in order to implement directives from the Board of Directors.

Demonstrates sound judgment and maturity. Makes timely and appropriate decisions leading to desired results.

Provides input for the preparation and presentation of an annual budget; directs the implementation of the Department's budgets; plans for and reviews specifications for new or replaced equipment.

Controls the expenditure of departmental appropriations.

Responds to alarms and may assume command.

Directs the operation of departmental in-service training activities.

Handles grievances, maintains Departmental discipline and supervises the conduct and general behavior of assigned personnel.

Prepares and submits monthly reports to the Board of Directors regarding the Department's activities and prepares a variety of other reports as appropriate, including the annual report of activities.

Plans departmental operations 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; evaluates the need for and recommends the purchase of new equipment and supplies.

PERIPHERAL DUTIES

The Chief meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Department in a variety of local, county, state and other meetings.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED with specialized training in fire department administration.
- (B) Four (4) years prior work experience of a progressively responsible nature in fire fighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Fire Captain or higher.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through NC State Certifications:
 - 1. EMT
 - 2. Firefighter Level II
 - 3. Hazardous Materials Level I
 - 4. Emergency Vehicle Driver
 - 5. Driver Operator Pumps
 - 6. General Instructor Level II

- (B) Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
- (C) Skill in the operation of listed tools and equipment.
- (C) Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give and receive effective verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- (A) Must be eighteen (18) years of age or older at time of hire;
- (B) Must possess, or be able to obtain, a valid NC Driver's License with Commercial Driver's License endorsement or certification of Emergency Vehicle Driver (EVD) without record of suspension or revocation in any state;
- (C) No felony convictions or disqualifying criminal histories within the past seven years;
- (D) Ability to read and write the English language, and
- (E) Ability to meet Departmental physical standards.

DESIRABLE ADDITIONAL QUALIFICATIONS

- (A) State certifications as
 - a. Firefighter I & II Instructor
 - b. Emergency Vehicle Driver Instructor
 - c. Driver Operator Pumps Instructor
- (B) College Education

NECESSARY TOOLS AND EQUIPMENT PROFICIENCY

Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a candidate to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Chief is frequently required to sit; talk or hear; stand; walk; use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The Chief is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The Chief must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the Chief encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The Chief occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and oral interviews; background check; physical agility; drug screening; final selection and pre-employment medical examination.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Board of Directors and the Chief and is subject to change by the Board of Directors as the needs of the Board of Directors and requirements of the job change.

NOTE: Appointees will be subject to completion of a standard probationary period. The board may waive requirements, accept alternative qualifications or allow the Chief time to complete a requirement. The Board of Directors selection of the candidate they feel is best qualified is final.

ON-GOING ANNUAL EVALUTION GUIDELINES

The Chief will be evaluated on both many intangible performance objectives and also evaluated on a number of measurable tangible criteria

INTANGIBLE ITEMS

- Overall morale status
- Level of respect in the community
- Feeling that department is being well run

MEASUREABLE ITEMS

- Number of people responding to calls
- Number of volunteer members
- Seniority of volunteer members
- Audit ready ISO data
- Budget on target
- Number of calls logged (The Chief should respond to more calls than most members.)
- Number of qualified (FF I&II) members
- Average number of training hours attended per member