



# TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN



P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (888) 798-1022 | TOWNOFVALDESE.COM

## **NOW HIRING - FIRE CHIEF - *Deadline: February 24, 2023***

The Town of Valdese is seeking a service-oriented professional that is passionate about leadership and supporting the mission to protect the life and property of the citizens and visitors of Valdese through prevention, education, and mitigation services delivered with pride and integrity, to serve as our next Fire Chief. The Town of Valdese is committed to providing an encouraging atmosphere that supports job satisfaction and professional growth for all town staff. Valdese, (approximate population 4,689) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the "foothills meet the mountains". Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage, which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town has a council-manager form of government; consisting of a mayor and five councilmembers, representing five wards, each elected at-large in non-partisan elections. The Town provides a full range of municipal services with a current operating budget of \$12.4 million. The budget includes a total General Fund budget of \$6.7 million, of which the Fire Department budget is \$1.14 million, and Utility Fund budget of \$5.6 million.

An integral part of the Town's leadership team, the Fire Chief manages and administers the operations of the Valdese Fire Department. The Fire Department is staffed by 7 full-time and 18 part-time personnel. The department responded to 678 calls in 2022. The ideal candidate will have the skills to effectively manage staff and have the knowledge and abilities required to oversee the daily operations of the department; including budget development and oversight, fire suppression operations, fire prevention activities, emergency medical responses, and training of emergency services personnel. The successful candidate will also serve as the emergency management coordinator and the Town's safety director.

**Education Requirements:** Graduation from a college or university with an associate degree or higher in fire science, emergency management, public administration or other related field, bachelor's degree preferred; completion of advanced courses and seminars in fire administration, modern supervision and fire science.

**Experience:** A minimum of 10-15 years of municipal fire service experience, with at least 5 years of progressively responsible management experience; or an equivalent combination of education and experience.

**Special Requirements:** Valid North Carolina Class B Driver's License, North Carolina State Firefighter Certification, possession of Fire Officer I, II, III certification, North Carolina Fire Apparatus Driver/Operator Pumps and Aerials Certifications, North Carolina NC Emergency Medical Technician Certification, possession of North Carolina Fire Prevention Inspector Level III Certification, or willingness and ability to obtain the required State level certifications. The position requires residency within 1.5 miles of the corporate city limits of Valdese. This residency requirement must be met within six (6) months of employment from the date of hire. Refer to the job description for the full list of requirements.

**Compensation and Benefits:** The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The hiring salary range of this position is \$63,295 - 79,119. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation based on continuous years of experience; sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule.

**Contact and submittal information: Jessica Lail, Human Resources Director P.O. Box 339 Valdese, NC 28690**

Email: [jlail@valdesenc.gov](mailto:jlail@valdesenc.gov) Telephone: 828-879-2117

Hand delivery: Valdese Town Hall, 102 Massel Avenue SW, Valdese, NC 28690

Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting [www.townofvaldese.com](http://www.townofvaldese.com).

**The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.**



## Town of Valdese Fire Chief

### I. General Statement of Duties

Performs responsible managerial and administrative work directing the activities and personnel of the Fire Department. Responsible for planning and managing the logistical needs for public fire protection services, emergency medical response, telecommunications, and rescue services. Work is performed under non-emergency and emergency conditions and may involve personal hazard.

### II. Distinguishing Features of the Class

An employee in this class directs a variety of departmental activities to include fire suppression operations, fire prevention activities, emergency medical responses, and training of emergency services personnel. The Chief is responsible for long and short-term program planning for operations and capital needs, determining administrative priorities, and ensuring the daily activities are completed in an efficient and effective manner. The Chief is accountable for development and supervision of the department's staff, preparation and monitoring of the department's budget, and evaluation of department operations. The Chief evaluates the need for new equipment and programs; and works with County and other departments in collaborative relationships, fire prevention, and fire investigations. The Chief responds to major fire and emergency incidents and may take command at the incident scene; consequently, skills must be maintained in aspects of fire department operations, both non-emergency and emergency. The Chief serves as the Town's Emergency Management Director, which directs the planning, organizing and execution of local emergency management activities and responses. The Chief is responsible for maintaining hazard mitigation planning, preparation, response and mitigation planning for the Town of Valdese in the event of a disaster, both natural and manmade. The Chief, or his designee, serves as the Town's Safety Director and is responsible for employee safety, safety training, and inspection of facilities, accident investigation and maintaining the required drug testing program for CDL drivers. The Chief coordinates activities and assures compliance with all regulatory agencies. The employee is subject to hazards associated with fire suppression operations and emergency medical functions; including work in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as high heat, hazardous materials, bloodborne pathogens, moving mechanical parts, electrical current, and working at high angles or below grade. Considerable judgement and expertise is required in directing emergency operations and mitigating emergency incidents. Work is performed under the general administrative supervision of the Town Manager and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of work.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Plans, coordinates, supervises and evaluates all fire department operations.
- Responsible for short and long range planning.
- Plans and implements Fire and EMS programs for the Town in order to better carry out policies and goals, including those set forth in Town Codes, Ordinances, and the NC State Fire Code.
- Formulates programs and policies to alleviate deficiencies.
- Responsible for the preparation and oversight of fire department's annual budget.
- Responds to alarms, administers initial emergency medical care and takes command and directs the activities at emergency incidents as required.
- Answers complaints from citizens, researches problems, and renders decisions or answers to their questions within Town policy; refers precedent setting issues to higher level management for advice and consultation.
- Responsible for the inspection of buildings and the compliance with the NC State Fire Code.
- Ensures department personnel meet required training standards.

- Oversees and administers department discipline procedures and ensures the conduct and general behavior of fire personnel is of the highest standard and does not reflect negatively on the fire department.
- Prepares and submits monthly reports to the Town Council regarding department activities. The Chief is responsible for the preparation of a variety of other reports as required by State and Federal agencies.
- Establishes and maintains positive working relationships with other emergency service departments, governmental agencies and municipalities.

#### Additional Job Duties

- Performs related duties as required.

### III. Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of fire service management, fire prevention programs, emergency services training programs, emergency medical operations and hazardous materials response and skill in their application.
- Thorough knowledge of modern firefighting practices and methods; thorough knowledge of fire suppression equipment and apparatus.
- Thorough knowledge of the state laws, regulations and ordinances which govern fire prevention and control.
- Thorough knowledge of industrial and commercial operations; and the potential hazards associated with them.
- Thorough knowledge of the various types of construction and the hazards presented by them.
- Thorough knowledge of effective management principles and practices including motivation, communications, leadership, conflict resolution, performance coaching and evaluation; use of discipline and grievance procedures.
- Thorough knowledge of the Town of Valdese personnel, budgeting and purchasing policies and procedures.
- Thorough knowledge of OSHA regulations, safety hazards, employee training and effective safety programming in a municipal setting.
- Considerable knowledge of the application of information technology in fire and emergency services operations.
- Ability to prepare clear and concise reports analyzing department operations and to develop and properly manage a departmental operational budget.
- Ability to communicate effectively both orally and in writing.
- Ability to speak effectively before a group, to deal tactfully and firmly with the public, and to establish and maintain good working relationships.
- Ability to effectively supervise and evaluate the work of staff and to plan, assign, and coordinate activities performed by personnel.
- Possess the ability to maintain a calm demeanor and command under emergency situation and incidents.
- Ability to exercise sound judgment and react effectively in emergency situations.
- Ability to lead and inspire confidence under the stress of emergency conditions.
- Maintain physical conditioning necessary to perform efficiently in emergency situations; meet medical and physical agility standards as established.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, climbing, balancing, pulling, fingering, grasping, feeling, talking, hearing, and repetitive motions. Must be capable of performing physically challenging work under emergency conditions.
- Must be able successfully complete fire department's physical agility test, successfully pass medical physical exam and drug test. Must successfully pass criminal background check.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and 20 pounds of force constantly to move objects.
- Must possess the visual acuity to work with data and figures, operate a computer terminal, perform extensive reading, and operate equipment.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels.
- Must successfully complete the fire department fit-for-duty evaluation.

#### Desirable Education and Experience

- Graduation from a college or university with an associate degree or higher in fire science, emergency management, public administration or other related field; completion of advanced courses and seminars in fire administration, modern supervision and fire science; must possess considerable knowledge and experience in fire service emergency operations and management, or an equivalent combination of education and experience. Bachelor's Degree preferred.

#### Special Requirements

- Valid North Carolina Class B Driver's License
- NC State Firefighter Certification
- Possession of Fire Officer I, II, III certification
- NC Fire Apparatus Driver/Operator Pumps and Aerials Certifications
- NC Emergency Medical Technician Certification
- Possession of NC Fire Prevention Inspector Level III Certification
- ICS 100, 200, 300, 400, 700, 800
- Fire Investigation Technician Certification
- Fire Instructor II Certification
- Chief 101
- Child Passenger Safety Technician
- Technical Rescuer Vehicle Certification
- Willingness and ability to obtain the required State level certifications as required by the Town of Valdese
- Must reside no more than 1.5 miles from the corporate city limits of the Town of Valdese

#### IV. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

#### V. FLSA Status

This position is an exempt position.