

Job Description

Chief – Cove Creek Volunteer Fire Department

Purpose of the Job:

- A. Reporting to the Board of Directors, the Cove Creek Volunteer Fire Department (CCVFD) Fire Chief will administer, plan, direct and control all aspects of the CCVFD Fire Department including administration, fire suppression, fire prevention and rescue activities.
- B. The CCVFD Fire Chief will also administer applicable local, state and federal fire regulations. Administrative duties comprise planning, directing and controlling all CCVFD Fire Department activities including recruitment and training of personnel, purchase and inventory of equipment, control of expenditures, planning and preparation of budget estimates and assignment of personnel and equipment. The CCVFD Fire Chief consults with the CCVFD Board of Directors on issues of policy and planning but works independently in supervising technical operations.
- C. Reporting to the Board of Directors, the Cove Creek Volunteer Fire Department (CCVFD) Fire Chief is responsible for organization and direction of the CCVFD in order to ensure that loss of life, property or injury as a result of fire and other disasters are prevented and/or minimized.

Duties and Responsibilities:

- Plan, direct and supervise, through subordinate CCVFD Department Officers, the activities of the CCVFD Fire Department.
- Establish and implement Operational Guidelines based on best practices OSHA regulations.
- Have training programs developed and implemented in accordance with accepted standards to improve the understanding, skill and readiness of all staff in firefighting and rescue procedures.
- Ensure adequate records are kept of all required maintenance and training.
- Prepare and submit an annual budget and long-range plan and make expenditures within approved limits.
- Develop a long-range capital plan to keep pace with development.
- Familiarity with current computer and programming technology necessary for proper management and maintenance of a Fire Department.
- Ability to responsibly manage banking accounts for expenditures and necessary accountability.
- Ability to articulate to the Board of Directors the needs of the Fire Department.
- The ability to track and direct the efforts of the Department as it is positioned to maintain records in a manner that will allow an ISO inspection to be performed.
- Calculate and ensure the pension payments are made quarterly for the Fire Department members.
- Certify that members have at least 36 hours of training by posting the training hours of all members at least monthly.
- Collaborate with officers to ensure members are receiving meaningful training so that in the case of an incident the members are trying to handle the incident.
- Enter all incidents into emergency reporting. Incidents are to be sent to in NCDOT, County Fire Marshall and in NCFIRS at the federal level every quarter.
- Add new members to all rosters including NCSFA, NC Pension System, Workers Compensation, Watauga County Benevolent Fund, NC Rescue Roster and Benevolent Fund. When a member leaves, they are to be removed from these rosters as well.

- Ensure that all equipment is in working order, and if not, make sure it is serviced and back in working condition. All repairs are to be documented PSTrax so reports can be made regarding repairs. Arrange for maintenance of all trucks as needed.
- Certify at year end, the members have at least 36 hours of training as required by state statute.
- Ensure all information is sent to the audit firm the County selects for the previous fiscal year. Take all records requested to the County finance office and pick them up when they are finished with the records.
- Furnish information to CPA Beverly Guy for the Department 501C3 requirement that a Form 990 is filed with the IRS.
- Calculate the training and response reimbursement checks at the end of the calendar year to be handed out the fourth Monday of January.
- Oversee the Firemen's Relief Fund by filing the year end Fireman's Relief Fund submission form to NCSFA.
- Pick up and review all Mail from the Sugar Grove Post Office.
- Keep the Department abreast of health regulations and implement processes within the Department to comply with them as practical.
- When accidents or injuries occur, assist members in filing paperwork with VSWCF (Workers Compensation).
- Assist members with retirement process, training credentials and keep in touch with their progress.
- Routinely review all matters pertaining to facility and grounds maintenance and take appropriate action as needed.
- Plan and schedule times for fire prevention programs at Cove Creek Elementary and Cove Creek Nursery. Coordinate these times with the Watauga County Fire Marshal's office.
- Develop Standard Operating Guidelines (SOG) and Standard Operating Procedures (SOP) for the Department to follow. Collaborate with the Department members as to the wording and plan for following the operating procedures.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE

Must have proficient knowledge in the following areas:

- Knowledge of firefighting techniques and methods
- Knowledge of command and control techniques
- Knowledge of fire investigation and evidence gathering techniques
- Knowledge of firefighting training programs
- Knowledge of training techniques and methods
- Knowledge of firefighting public education and awareness programs
- Knowledge of public safety theories and methods
- Knowledge of emergency response techniques
- Knowledge of emergency procedures, emergency first aid, and CPR
- Knowledge of volunteer training, development and recognition

SKILLS

Must demonstrate the following skills:

- Leadership skills including the ability to take full command at the scene of a fire
- Analytical and problem-solving skills
- Decision making skills
- Negotiation skills
- Effective verbal and listening communication skills
- Ability to deal effectively with people in difficult situations
- Effective written communication skills including the ability to prepare reports and business documents and correspondence
- Effective public relations and public speaking skills
- Research and program development skills
- Stress management skills
- Time management skills

Personal Attributes

Must demonstrate the following personal attributes:

- Maintain standards of conduct
- Be respectful

- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair

WORKING CONDITIONS

- The Fire Chief may be involved in physically draining and exhausting activities, which may include taking command of a fire scene , participating in emergency response situations and being involved in physically dangerous situations.
- The Fire Chief may have to carry heavy firefighting equipment while climbing ladders and going through buildings.
- The Fire Chief will be exposed regularly to water and extreme weather conditions.
- The Fire Chief will be exposed to noxious smoke and fumes as a result of fire.
- The Fire Chief will have to manage a number of people and projects at one time and may be interrupted frequently to meet the needs and requests of residents.
- The Fire Chief will be exposed to environments that are dangerous , busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.
- The Fire Chief will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight.
- The Fire Chief will require extreme levels of concentration during a firefighting situation.
- The Fire Chief will experience very high levels of mental and emotional stress caused by the requirement to fight fires in an effective manner , the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury hand property.

MINIMUM REQUIREMENTS

- Possession of high school diploma or GED
- At least seven years paid or verifiable, active volunteer experience as a firefighter, including three years as a superior officer (for example as Lieutenant, Captain, Deputy Chief or Chief).
- Must be certified as a Firefighter through the North Carolina Department of Insurance.
- Must be certified in emergency medical care at the level of First Responder or higher.
- Must possess and maintain a valid North Carolina driver's license.
- Must live within a 5-mile radius of the Cove Creek Fire Department Station.
- Must successfully pass a background check and drug screen.