

# Part-Time Fire Chief - Maiden Fire Department

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## Seeking applicants for a Part-time Fire Chief position

The position is a part-time paid position with a work schedule of a minimum of 20 to 24 hours per week. Hours worked will be determined by the chief, but a minimum of 16 hours shall be worked during the weekdays from 8am to 5pm. The Maiden Fire Department protects a population of an estimated 8,000 people within 29 square miles of service area, with a Public Protection Class 3 Insurance Rating. The fire department has a Headquarters Station and a sub-station devoted to conducting daily operations, fulltime staffing, and training.

### Application Period

Resume', cover letter, proof of education & training and application will be received beginning **Tuesday, September 15, 2020 through Wednesday, September 30, 2020**. To ensure the review of resume', it must be post marked on or before **Wednesday; September 30, 2020**. All resume's and applications shall be hand delivered, emailed or sent by certified Mail and addressed to:

**MFD Part-time Fire Chief Application and Resume'**  
**19 N Main Ave**  
**Maiden, North Carolina 28650**  
**Atten: Wanda Barnes**

*Please include your email address and/or a primary contact number with the resume' in order for the department to contact you for any additional information.*

Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, genetics, or the presence of a non-job-related medical condition or disability. United States Law requires all applicants to furnish proof of identity and right to work in the United States.

All offers of employment are contingent on the successful completion of a drug screen procedure. This process is designed to determine if applicants are able to efficiently perform the essential functions of the job without physical harm to themselves, or others. All applicants are subject to a background check.

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### Purpose of the Position

The Fire Chief will administer, coordinate, plan, direct, and be in command of all aspects of the fire department including administration, fire suppression, emergency medical first responder, life safety education, prevention, and rescue activities of the department as authorized by the governing Ordinances and By-Laws of the Town of Maiden and the Maiden Fire Department. The Fire Chief reports to the Town Manager and works for the Town of Maiden and Maiden Fire Department

Administrative duties encompass planning, directing, and command of all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget, the assignment of personnel, and ensuring that equipment is operational. The Fire Chief consults with the Town Manager on issues of policy, budget, and planning; however, works independently in supervising technical operations including the daily operations of the services provided by Maiden Fire Department.

### General Duties and Responsibilities

Administer, coordinate, plan, guide, and supervise through subordinate fire company officers to include two (2) elected Volunteer Assistant Chiefs, two (2) Volunteer Captains, two (2) Volunteer Lieutenants, and up to forty (40) volunteer members whose specific roles and responsibilities have been assigned to their respective positions within the fire department.

Supervise, coordinate, plan, guide, and conducts performance evaluations with the three (3) full-time Engineer-EMT positions.

Additional duties include the hiring of, supervision of, scheduling, record-keeping, performance evaluation, and disciplinary responsibilities for any full-time and/or part-time positions authorized by the Town Manager.

- Establish and implement Operational Guidelines and Best Practices based on National and State Standards for Fire, Medical, Prevention, and Rescue principles including Federal and State Occupational Health and Safety regulations.
  - Maintain training programs developed and implemented in accordance with accepted standards to improve the understanding and skill of all members in fire fighting, medical first responder, hazardous materials operations, community life safety, and rescue procedures.
  - Ensure appropriate records are kept of all buildings / vehicle maintenance, and training.
  - Prepare and submit an annual budget and long-range plan while keeping expenditures within approved limits.
  - Develop and revise a long-range capital plan to keep pace with community risk assessment and development.
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## Fire Chief - Maiden Fire Department

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- Maintain relationships with other departments; continue and enhance inter-department planning and training, work to improve upon service district risk assessment with Catawba County Emergency Services, support and strengthen automatic aide and mutual aid guidelines and procedures for services provided.
- Maintain an effective working relationship with all local government departments.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively, and with courtesy.
- Ability to establish and maintain effective working relationships with subordinates.
- Coordinate and attend Maiden Fire Department monthly Business Meetings.
- Attend Maiden Fire Department training programs with Volunteer, Part-time and Full-time staff.
- Chair the Equipment Committee.
- Handle grievances as outlined in the Fire Department Policy Manual.
- The Chief shall perform other duties assigned to the office of Chief as directed by the Town Manager.
- On a as needed basis, perform tasks associated with Firefighter and Engineer duties.
- Ensures that the Maiden Fire Department service district is adequately staffed with personnel and apparatus, ready for response in the district.
- Participate in the local and regional emergency planning programs.
- Safeguard and monitor the departments Insurance Service Office rating process and identify procedures that may offer continued improvements.
- Participate and attend meetings within the Catawba Co. Fire Fighters Association

### Job Related Physical Activity Requirements

This position involves some stationary work, along with requiring the employee to exert up to 50 pounds of force occasionally to move objects. Physical activity related to this position includes climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, talking, and hearing. Sufficient visual acuity is required to visually inspect small parts involved in the operation of apparatus or equipment, prepare and analyze data and figures, use a desk-top computer, and do extensive reading. An employee in this position will be exposed to indoor and outdoor environmental conditions including extreme heat and cold; subject to hazards including exposure to working mechanical parts, electrical currents, and potential exposure to chemicals and noise; subject to fumes, odors, dusts, mists, gases, or poor ventilation; and may be subject to frequently working in close quarters. An employee in this position could be "reasonably anticipated" as a result of performing their job duties to face contact with blood and other potentially infectious materials.

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## Qualifications

### General Education and Certification Requirements

- General Education Development (GED) Equivalent or High School Graduation
- Certified North Carolina Office of State Fire Marshal (OFSM) Firefighter Level II
- Certified North Carolina Office of Emergency Medical Service (NC OEMS) EMT-B
- Certified North Carolina Office of State Fire Marshal (OFSM) Hazmat Level 1 Responder
- Certified North Carolina Fire Officer Level I
- Certified North Carolina Emergency Vehicle Driver
- Certified North Carolina Driver Operator Pumps and Aerials
- North Carolina Department of Insurance Chief 101
- Incident Command System (ICS) NIMS 100, 200, 300, 400, 700, 800

### Preferred Advanced Level Certification

- Graduate with an Associate's Degree in Fire Science or Public Safety Discipline.
- Certified Instructor 1
- Certified North Carolina Fire Officer Level II and III

### Required Experience

- A minimum of 7-10 years with a volunteer, combination, or career fire department.
- Show evidence of progressive responsibility levels within the fire service.
- Show evidence of experience as a fire department officer.
- Show evidence of management experience.
- Knowledge of community risk assessment and fire protection principles, applicable to a fire service district.

### Driver's License

- Valid driver's license as required for Fire Apparatus (Class B). The ability to obtain NC Driver's License in 6 months.

### Skills & Capability

- Be an effective leader.
- Ability to organize projects/programs and delegate as required.
- Effectively administer the mission of the Maiden Fire Department.
- Effectively communicate verbally and in writing including maintaining a positive public relations for the fire department and the governing body.
- Supervise and participate in the preparation of all necessary reports, records, and correspondence.

- Commitment to participate in training programs, seminars, conferences, and workshops for continued improvement of self, the fire company, and community.

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Fire Chief: Part-time status with 20 to 24 hours worked per week, not to exceed 1,000.00 hrs. per year.

Pay Period: Bi-Weekly

Pay Scale: DOQ

### Benefits

- Annual written performance evaluation by Town Manager  
Any increase in salary based on documented performance
- Cell Phone and mobile Laptop use for Fire Chief (MFD use only)  
Paid by Maiden Fire Department.
- Fire Department Chief Response Vehicle Use  
Paid by Maiden Fire Department
- Uniforms and Clothing  
Provided by Maiden Fire Department.
- Personal Protective Equipment (PPE)  
Provided by Maiden Fire Department.
- Educational Reimbursement  
Requires Town of Maiden prior approval.  
Annual limit to be determined by Town Manager
- Travel, Meals, Lodging  
Requires Town of Maiden prior approval.