FAIRVIEW RURAL FIRE DEPARTMENT
EMPLOYMENT NOTICE

CHIEF

The Fairview Rural Fire Department will be accepting applications **May 4 – June 1, 2012** to fill a Full-Time Chief position.

SALARY RANGE: $61,400 - $92,100, DOE, Plus Benefits

STATUS: Full-Time

JOB DESCRIPTION:

This position provides administrative and operational direction and support for all fire and emergency services delivery functions to the immediate community and surrounding areas.

In addition to the above, job responsibilities include, but are not limited to the following:

- Provide administrative and supervisory responsibilities in accordance with established Department policies.
- Direct department operations.
- Prepare and manage the annual budget.
- Coordinate the budget process with the Board of Directors & Wake County Fire/Rescue.
- Interview, hire, and train new employees.
- Coordinate mutual-aid fire protection with surrounding municipalities & service areas.
- Respond to larger incidents as incident commander.
- Serve as the liaison for the Department to Wake County Fire and Emergency Management, the Wake County Fire Commission, Wake County Commissioners, Southern Region Departments, EMS, and organizations in the Community.
- Prepare and present necessary reports to the Board of Directors on issues regarding the operation of the Fire Department.
- Be able to work nights, weekends, and holidays when necessary in order to accomplish the essential functions of the position.
- Represent the Department on various boards and commissions as required.
- Ensure department compliance with Department of Labor safety regulations.
- Serve as the Department Infectious Disease Control Officer.
- Serves as the Chairman of the Department Equipment and SOG Committee.

ELIGIBILITY REQUIREMENTS:

1. U.S. Citizen
2. High School Diploma or GED
3. Ten+ Years Fire Service Experience
4. Two Years Experience as District Chief, or Equivalent Administrative & Supervisory Experience
5. Two-Year Associate's Degree or Service Equivalent
6. N.C. Fire Officer Level I & II (NFPA 1021)
7. Fire Service Instructor-General, or Equivalent Experience & Education
8. Completion of Educational Methodology Course
9. N. C. Firefighter Level I & II Certification (NFPA 1001)
10. N.C. Driver/Operator Pumps
11. N.C. Emergency Vehicle Driver
12. N.C. Medical Responder-D or EMT
13. NC Hazardous Materials Operations Level I
14. Wake County "Essentials of Firefighting" course or Equivalent Basic Training
15. Incident Command Training-NIMS 100, 200, 700, 800 (meeting objectives of NFPA 1561)
16. Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1030)
17. Current Hepatitis B Vaccination
18. Must have a valid Class "B" Drivers License or Higher
19. IFSAC and Pro-Board Certifications will be considered on an individual basis.

APPLICATION PROCESS:

- Applications are available online at www.fairviewfd.com.
- Applications can be picked up Monday – Friday 8:00 a.m. – 5:00 p.m. at:
  Fairview Fire Department Station 1
  4501 Ten-Ten Road
  Apex, NC 27539
- To receive an application via mail or e-mail, please contact Sherri @ 919-362-8445 or sherri.deroche@fairviewfd.com.
- All applications must be in the office by **June 1, 2012** to be considered.
- Each application must be accompanied by documentation of all required certifications.
- Each application must be accompanied by a current driving record & criminal background check.

Chief

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to protect the lives and property of the County and administer the County's fire and emergency services. This is accomplished by managing and supervising career and volunteer personnel located in multiple stations. Persons in this position oversee certification for training programs for operations of fire suppression, first responder D, fire prevention, and hazardous material awareness; provide incident command, recruiting and retaining personnel; prepare and manage annual budget and physical resources. This position provides direction to career and volunteer staff.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Manages career and volunteer staff for (multiple) station (s). Appoint and manage career and voluntary personnel to establish a proper chain of command and supervision of personnel for all firefighting related activities
2	L	Manages the financial and physical resources of the Department by preparing the Department's budget, monitoring and maintaining the budget, approving expenditures and ensuring appropriate supplies and equipment are procured.
3	L	Responds to fire and emergency calls by providing incident command support, emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas. Completes medical reports and stocking medical supplies.
4.	L	Manages department's capital projects by planning and scheduling projects, requisitioning and purchasing capital apparatus and equipment as needed, evaluating and recommending the acquirement or replacement of facilities as necessary and assisting in the design and construction of department facilities to meet applicable codes and standards.
5	L	Provides department representation to Regional, and County Department, Fire Commission, and County Commission. Coordinates Department activities with Regional and County Departments.

6.	V	**(Part Time/Volunteer)** Drives fire apparatus to fire and emergency scenes, practicing safe driving techniques, setting up aerial equipment, assessing overhead obstructions as part of placing equipment, traffic control, search and rescue extrication, hazardous materials response and maneuvering aerial ladder to tactically utilize equipment to suppress fire and for rescue operations.
7.	L	Supervises employees by evaluating training needs for the department, developing and coordinating training as appropriate, recruiting qualified applicants, participating in selection decisions, assigning personnel as needed, evaluating work performance, rewarding or disciplining employees as required and ensuring employees maintain required certifications.
8.	L	Maintains current medical and firefighting certifications by participating in continuing education related to medical, fire fighting, driving and computer skills and completing appropriate paperwork for training received.

JOB REQUIREMENTS*:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature in fire safety engineering, fire science, fire protection technology or a related field that may be obtained through a two-year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. High school diploma or GED required.
Experience	Ten years of fire service experience with two years as a District Chief (2 years as Captain if no intervening ranks between Captain and Fire Chief).
Certification and Other Requirements	Wake County Essentials School or equivalent basic training, Hazmat Operations Level 1, Wake County ICS, Blood borne Pathogens, Wake County First Responder – D, NC Firefighter Level I and II Certification, NC Emergency Vehicle Driver, NC Driver/Operator-Pumps, and NC Driver/Operator-Aerial (NC Driver/Operator-Aerial only if required by departmental policy), completion of Educational Methodology course, and NC Fire Officer Level I and Level II; or equivalent experience and education.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school.

However, it may be obtained from experience and self-study.

**NOTE: Requirements for a Volunteer Fire Chief do not include a two-year associate's degree. The required education for a Volunteer Fire Chief includes a level of knowledge equivalent to four years of high school or equivalency.*

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium **X**	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	Conducting presentations
Sitting	F	Completing administrative duties
Walking	F	At fire scenes and throughout the fire station
Lifting	F	Supplies, equipment and other materials
Carrying	F	Supplies, books, files and protective clothing
Pushing/Pulling	F	Opening and closing filing units and doors
Reaching	F	Retrieving files, supplies and other materials
Handling	F	Equipment, files, supplies and other materials
Fine Dexterity	F	Typing, writing reports and operating equipment
Kneeling	O	Observing firegrounds
Crouching	O	Completing fire scene activities
Crawling	R	Completing fire scene activities
Bending	O	Retrieving files and during fire scene activities
Twisting	O	Maneuvering around workstation and during physical exercise
Climbing	O	On ladders during fire suppression activities
Balancing	O	On ladders during fire suppression activities
Vision	C	Utilizing equipment and operating vehicle
Hearing	C	Communicating with employees and citizens
Talking	C	Communicating with employees and citizens
Foot Controls	F	Operating vehicle
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicle, radios, calculator, pager, cell phone, telephone, mobile data computer, printer, scanner, computer and related software

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never

HEALTH AND SAFETY				PRIMARY WORK LOCATION	
Mechanical Hazards	W	Respiratory Hazards	W	Office Environment	
Chemical Hazards	W	Extreme Temperatures	W	Warehouse	
Electrical Hazards	W	Noise and Vibration	W	Shop	
Fire Hazards	W	Wetness/Humidity	W	Vehicle	
Explosives	S	Physical Hazards	M	Outdoors	
Communicable Diseases	W			Other (see 2 below)	X
Physical Danger or Abuse	W				
Other (see 1 below)					

(1) N/A
(2) Office Environment and Outdoors

PROTECTIVE EQUIPMENT REQUIRED:

Firefighting gear, SCBA, and helmet gear

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs

NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Fairview Rural Fire Department, Inc.

EMPLOYMENT APPLICATION

Position Applied For: _____

PERSONAL DATA

_____
First Name Middle Name Last Name

_____
Address (street number and name)

_____
City State Zip Code

(_____)_____ (_____)_____
Home Phone No. Other No. You Can Be Reached At

Email Address: _____

_____/_____/_____ _____ _____
Social Security Number Date of Birth Place of Birth

N.C. Driver's License No.: _____ Class: _____ Expiration Date: _____

EDUCATIONAL INFORMATION

Name & City	Circle Years Completed	Dates Attended (mo/yr)	Course of Study	Diploma /Degree
High School:	9 10 11 12 GED			
Vocational/ Technical School:	1 2 3 4			
College or University:	1 2 3 4			
Graduate or Professional:	1 2 3 4			

SKILLS AND TRAINING

List skills and training that are applicable for the position to which you are applying.
(List computer knowledge, wpm, shorthand, or any other clerical skills as applicable)

_____
_____
_____
_____
_____

EMPLOYMENT HISTORY

Using a separate section for each position, describe in detail all work experience beginning with your present or most recent job. Include periods of unemployment, self-employment, military service, internships, and volunteer and summer work. Use additional "Continuation Sheets" if necessary. Be sure to indicate whether employment was full-time or part-time, state the average number of hours worked per week. Incomplete information will result in the disqualification of your application.

May we contact your present employer? Yes No

A. Employer: (Present or Most recent) _____
Address: _____
Phone #: _____ Full-Time _____ Part-Time _____
Job Title: _____ Name of Supervisor: _____
Dates Employed: _____ Salary: _____
Reason for Leaving: _____
Job Duties: _____
_____
_____
_____
_____

B. Employer: (Present or Most recent) _____
Address: _____
Phone #: _____ Full-Time _____ Part-Time _____
Job Title: _____ Name of Supervisor: _____
Dates Employed: _____ Salary: _____
Reason for Leaving: _____
Job Duties: _____
_____
_____
_____
_____

C. Employer: (Present or Most recent) _____

Address:_____

Phone #:_____ Full-Time _____ Part-Time _____

Job Title: _____ Name of Supervisor: _____

Dates Employed: _____ Salary: _____

Reason for Leaving: _____

Job Duties: _____

_____

_____

_____

_____

D. Employer: (Present or Most recent) _____

Address:_____

Phone #:_____ Full-Time _____ Part-Time _____

Job Title: _____ Name of Supervisor: _____

Dates Employed: _____ Salary: _____

Reason for Leaving: _____

Job Duties: _____

_____

_____

_____

_____

E. Employer: (Present or Most recent) _____

Address:_____

Phone #:_____ Full-Time _____ Part-Time _____

Job Title: _____ Name of Supervisor: _____

Dates Employed: _____ Salary: _____

Reason for Leaving: _____

Job Duties: _____

_____

_____

_____

_____

** If additional space is needed, please attach supplements as needed following the same format listed in employment history.**

GENERAL INFORMATION

Are you a U.S. Citizen?	No	Yes
Are you legally eligible to work in the United States?	No	Yes
If you are subject to Selective Service registration, are you in compliance?	No	Yes

Have you ever served in the U.S. Armed Forces? No Yes

If "yes", please complete the following:
Branch of Service _____ Rank upon Separation _____
Dates of Active Duty _____

Have you ever been convicted of any unlawful offense, other than a minor traffic violation? No Yes

If "yes", please explain:

_____

_____

NOTE: A conviction will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, how recent offense was, nature of crime and type of job for which you are applying will be considered.

Do you have a valid driver's license? No Yes

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying. DO NOT repeat the names of supervisors previously listed.

Name: _____ Occupation: _____
Address: _____ Business Name: _____
City: _____ State: _____ Zip: _____
Telephone: ( ) _____ Business Phone: ( ) _____

Name: _____ Occupation: _____
Address: _____ Business Name: _____
City: _____ State: _____ Zip: _____
Telephone: ( ) _____ Business Phone: ( ) _____

Name: _____ Occupation: _____
Address: _____ Business Name: _____
City: _____ State: _____ Zip: _____
Telephone: ( ) _____ Business Phone: ( ) _____

CERTIFICATE OF APPLICANT

I certify to the best of my knowledge and belief the statements given truly represent my background and experience, in addition, I give the following authorization to release information. I hereby authorize my previous employer, personal reference listing, and other persons or institutions on my application to provide Fairview Fire Department any information requested. I further authorize Fairview Fire Department to conduct a police and court records investigation of my background. I understand that false information may be grounds for rejection of my application and/or dismissal if I am employed.

_____ _____

APPLICANT'S SIGNATURE *DATE*