

Fire Chief – Combination Fire Department

Salary Range

Pay Grade 28: \$63,055.03 (Minimum) - \$94,552.54 (Maximum)

Starting salary is dependent upon qualifications, certifications, and experience.

Position Summary

The Fire Chief serves as the chief executive officer and administrative leader of the Combination Fire Department, overseeing the delivery of fire suppression, emergency medical services, rescue operations, fire prevention, emergency preparedness, and community risk reduction programs. The Fire Chief provides leadership to both career and volunteer personnel, ensuring operational effectiveness, regulatory compliance, fiscal responsibility, and exceptional service to the community.

The Fire Chief fosters a collaborative culture that integrates career and volunteer members into a cohesive emergency response organization while maintaining the highest standards of safety, training, and professionalism.

Required Qualifications

- Bachelor's degree in Fire Science, Public Administration, Emergency Management, or a related field preferred.
- Minimum of ten (10) years of progressively responsible fire service experience, including supervisory and command-level experience.
- Experience working within a combination fire department environment strongly preferred.
- Fire Officer certification at the advanced level or equivalent certification required.
- Valid driver's license.
- Certification requirements as established by state and local regulations.
- NC Chief 101 Certification (within 6 months of hire).
- Must be able to pass an NFPA 1582 physical examination.

Essential Duties and Responsibilities

Department Leadership and Administration

- Plan, organize, direct, and evaluate all departmental operations and personnel.

- Develop and implement departmental goals, policies, procedures, and strategic initiatives.
- Provide leadership and guidance to career staff, part-time staff, volunteer members, officers, and administrative personnel.
- Promote a positive organizational culture that supports teamwork between career, part-time and volunteer personnel.
- Prepare reports and recommendations for governing boards, municipal officials, and community stakeholders.
- Serve as the department's representative at public meetings, professional organizations, and community events.

Emergency Services Operations

- Direct and oversee fire suppression, rescue, hazardous materials response, emergency medical services, and disaster response operations.
- Assume command of major emergency incidents as necessary.
- Ensure compliance with the National Incident Management System (NIMS) and Incident Command System (ICS).
- Maintain operational readiness of personnel, apparatus, equipment, and facilities.
- Coordinate mutual aid and automatic aid agreements with neighboring jurisdictions.

Financial and Resource Management

- Develop and administer the department's annual operating and capital budgets.
- Monitor expenditures and maintain fiscal accountability.
- Pursue grants, donations, and alternative funding opportunities.
- Oversee apparatus replacement planning, facility maintenance, equipment procurement, and inventory management.
- Ensure efficient use of resources to support both career and volunteer operations.

Personnel Management and Training

- Oversee hiring, promotion, evaluation, discipline, and professional development of career personnel.

- Coordinate training programs that meet state, federal, and departmental requirements for both career and volunteer members.
- Ensure compliance with occupational safety standards and risk management practices.
- Support succession planning and leadership development throughout the organization.

Volunteer Program Management

- Develop and implement programs for volunteer recruitment, retention, recognition, and engagement.
- Ensure volunteers receive training and support necessary to perform their duties safely and effectively.
- Foster positive communication and collaboration between volunteer and career personnel.
- Establish schedules, policies, and expectations that support volunteer participation and operational readiness.
- Promote leadership development opportunities within the volunteer ranks.

Fire Prevention and Community Risk Reduction

- Direct fire prevention, code enforcement, public education, and community outreach programs.
- Promote fire and life safety initiatives throughout the community.
- Ensure compliance with applicable fire codes, regulations, and standards.
- Collaborate with schools, businesses, and community organizations to reduce risks and improve public safety.

Community and Intergovernmental Relations

- Build and maintain positive relationships with elected officials, municipal departments, emergency service agencies, community organizations, and residents.
- Represent the department in regional emergency planning efforts and professional associations.
- Respond to citizen concerns and promote public confidence in department services.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of fire service operations, emergency medical services, emergency management, and fire prevention practices.
- Strong understanding of volunteer firefighter recruitment, retention, and management.
- Ability to effectively lead a workforce comprised of both career and volunteer personnel.
- Excellent interpersonal, communication, and conflict-resolution skills.
- Demonstrated budget development and financial management experience.
- Ability to establish partnerships with government agencies, community organizations, and stakeholders.
- Strong organizational, analytical, and decision-making abilities.

Physical Requirements

- Ability to respond to emergency incidents and function in hazardous environments when required.
- Ability to inspect facilities, apparatus, and incident scenes.
- Ability to perform essential job functions with or without reasonable accommodation.

Work Environment

Work is performed in office, station, training, and emergency response environments. The position requires availability outside normal business hours, including evenings, weekends, holidays, and emergency call-backs. The Fire Chief is expected to maintain visibility and engagement with both career and volunteer personnel.

Benefits

The Town of Mayodan offers a comprehensive benefits package including NC Local Governmental Employees' Retirement System (LGERs), health insurance, dental insurance, vision insurance, paid holidays, vacation leave, sick leave, longevity pay, life insurance, insurance at retirement, and voluntary 401(k) retirement savings plans.

Reporting Relationship

Reports To: Town Manager