

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title** : Fire Division Chief  
**Department**: Emergency Services  
**Revised** : April 2014

**Class** : Paraprofessional  
**FLSA** : Non-exempt

*This job description supersedes any prior description for the Fire Division Chief classification.*

### **GENERAL DESCRIPTION**

Responsible administrative work as Fire Division Chief managing the Fire Division of the Emergency Services Department and as Fire Marshal directing the various programs related to fire fighting, fire training, fire suppression, fire investigations, and fire inspections. Exercises independent judgment and initiative based on Federal, State, and County policies and regulations. Supervision is exercised over a staff of full-time and part-time Fire Inspector/Investigators. Supervision is received from the Emergency Services Chief, who evaluates work through analysis of program accomplishments and through periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as the County's designated Fire Marshal.

Performs administrative matters in the Fire Division including budget preparation, reviewing of accounts payables, monitoring of the general ledger, scheduling of staff, and personnel matters.

Provides a wide variety of liaison services between existing and potential volunteer fire departments and the County; assists volunteer fire departments in a variety of activities.

Responds to major incidents to assist in command and control activities as requested by the on-scene commander.

Conducts on-scene fire investigations and scene interviews with victims and suspects; collects evidence of any suspicious fires and coordinates with the local law enforcement agency having jurisdiction for continued/follow-up investigation(s) by those agencies; testifies in court as an expert witness.

Assists volunteer fire departments and organizations in organizing and implementing fire prevention programs.

Exercises a wide variety of responsibilities related to the planning, organization, management, and coordination of activities concerned with fire safety.

Assists volunteer fire departments with setting up Tax and Service Districts; presents district updates through the Emergency Services Chief to the Board of County Commissioners for approval; coordinates with the Tax Administrator and County GIS Division to properly identify fire districts on tax and mapping records.

Enforces the N.C. Fire Prevention Code and local ordinances by directing the inspection of occupancies and inspecting for compliance of minimum code standards and issuing permits, corrective action warnings, and citations.

Reviews construction plans for approval of minimum fire protection equipment and life safety features.

Oversees and reviews testing of fire protection equipment and construction components for proper operation.

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Provides an informational service for the public on a wide variety of subjects involving natural and man-made emergencies by answering questions by mail, telephone calls, personal inquires, speaking engagements, e-mail, web-site, and news media presentations.

Performs functions as an Assistant Emergency Management Coordinator as needed or directed, which includes responding to hazardous materials incidents and/or other natural and man-made major incidents; investigates and coordinates contact of responsible parties for cleanup of hazardous material incidents.

Oversees the fire protection program along with the Airport Director for the Rowan County Airport.

### **OTHER JOB FUNCTIONS**

Maintains a variety of records; prepares a variety of reports.

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Extensive knowledge of Federal, State, and County policies, procedures, and regulations relating to fire prevention, investigation, and inspections.

Thorough knowledge of resources available for fire assistance.

Ability to interpret, explain, and apply policies, procedures, and regulations to specific operating problems.

Ability to manage, coordinate, and evaluate the work of others.

Ability to establish and maintain effective working relationships with the general public, various volunteer and paid emergency service organizations, Federal, State, Municipal and County officials, news media representatives, and fellow employees.

Ability to communicate effectively, both orally and in writing.

### **PHYSICAL REQUIREMENTS**

Work may include sitting, walking, running, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

### **EXPOSURE CONTROL**

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

### **MINIMUM EXPERIENCE AND TRAINING**

Associate's Degree from an accredited college or university in Fire Science, Public Administration, or other relevant area and four years of full-time or volunteer experience related to emergency services including experience in fire fighting, investigative, administrative, and program planning, N.C. Fire Inspector Level III certification, NIMS compliance with

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current standards as outlined in local compliance document, and a valid N.C. driver's license are required. Fire/Arson Investigator certification from the N.C. Fire and Rescue Commission or a nationally recognized investigator certification such as National Association of Fire Investigators (NAFI) or International Association of Arson Investigators (IAAI) is preferred. Current Associate credential in the N.C. Emergency Management certification process or the ability to obtain certification within twelve months of employment is required.

**This job description does not create an employment contract,  
implied or otherwise.**