



**FLSA: Exempt**

## **SOUTHERN SHORES FIRE DEPARTMENT CLASSIFICATION SPECIFICATION**

### **DEPUTY FIRE CHIEF**

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The Town of Southern Shores is located on the Outer Banks of North Carolina and is a coastal community, with a year-round population of approximately 3000, which swells to well over 15,000 during the tourist season. The Southern Shores Fire Department is a small, private non-profit, combination department with a paid Chief, Deputy Chief and two Administrative staff. The Department is currently seeking a highly motivated, qualified candidate for position of Deputy Fire Chief.

The Deputy Chief will provide overall support to the Fire Chief. In addition, he/she will perform a variety of administrative, supervisory and professional work in planning, coordinating, conducting, and participating in emergency response and activities of the Southern Shores Fire Department.

#### **Specific Duties:**

- Training shall be the Deputy Chief's primary responsibility. Design and implement fire and EMS training programs. Ensure training reports are appropriately recorded and maintained.
- Respond, supervise and serve as the incident commander for emergency incidents.
- Assist in planning, coordinating, supervising, and evaluating fire department operations, including budget projections and maintaining a state of readiness for department equipment.
- Attend and participate in training sessions, conferences and meetings to keep abreast of current trends in the field.
- Represent the Town and the Southern Shores Fire Department in a variety of local, county, state and federal agencies.
- Operate a wide range of computer software to enter, retrieve, modify and evaluate data pertinent to the operations of the department.
- Assist with preparing pre-incident surveys and perform fire safety inspections. Ensure survey and inspection reports are updated annually.
- Must be available to work an unconventional schedule with alternating weekend on call.
- Performs other related duties as required

#### **REPORTING RELATIONSHIP**

Work under the broad policy guidance and direction of the Chief.

#### **QUALIFICATIONS**

##### *Education and Experience:*

High school diploma or GED; supplemented by college level course work or vocational training in fire science, fire tactics, emergency response, emergency management or a closely related field or substantial experience which is equivalent to such education, and five (5) years of experience in fire or emergency management work, three years of which must have been equivalent to lieutenant or higher. Must possess or have the ability to obtain and maintain valid certifications as a NC Firefighter, NC class B license and North Carolina Emergency Medical Technician-Basic. Preferred candidate will possess a Bachelor's degree in a related public safety field and NC Instructor II certification.

Physical Ability:

Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over).

Environmental Factors:

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Salary:** Commensurate with experience.

**Closing date:** Open until filled.

**Contact:** Submit resume via email: [info@SSVFD.net](mailto:info@SSVFD.net) C/O Chief Edward J. Limbacher, Southern Shores Fire Department, 15 South Dogwood Trail Southern Shores NC, 27949. Southern Shores Fire Department is an Equal Opportunity Employer.