



WAKE – NEW HOPE VOLUNTEER FIRE DEPARTMENT, INC.

Division Fire Chief Position

Exempt Chief Officer- FS6

ABOUT THIS POSITION:

Expected Hiring Range: \$64,166 - \$86,625 (**Full Salary Range:** \$64,166 - \$109,083)

Work Location: Wake New Hope FD (4909 Watkins Road, Wendell, NC 27591)

Schedule: 40-hour work week

Posting Start Date: November 15, 2024

Posting Closing Date: December 6, 2024

Our Organization:

Wake New Hope Volunteer Fire Department, Inc is a non-profit corporation who reports to a 5-member Board of Directors and meets monthly. Wake New Hope covers an area of 17 square miles. The distance from one side of the district to the other is a little over 14 miles. The district population is around 8500 citizens. We currently project we will respond to over 800 calls for service this year. The Wake New Hope Fire Department has been proudly serving Eastern Wake County since 1956 out of one station. The department is funded through a contract with Wake County. The department runs automatic aid with the City of Raleigh, and other surrounding departments. Operationally the department is exceptionally strong, having earned a Class 2 ISO rating.

WAKE NEW HOPE FIRE DEPARTMENT VALUES:

- Brotherhood
- Pride
- Honor
- Tradition
- Commitment
- Unity
- Diversity

PERSONNEL AND EQUIPMENT:

The department is staffed with 1 Career Fire Chief, 21 Career Firefighters, 10 Part Time Members, 1 Volunteer Deputy Chief, 25 Volunteers, 1 Administrative Assistant. Operations personnel are assigned to 1 of 3 shifts that work 24-hour rotations. Each shift is comprised of 2 Captains, 2 Lieutenants and 3 Firefighters that provide 24/7/365 emergency response. The Fire Department's Chief and Administrative Assistant works a 40-hour week. Our department has 2 Engines primary and back-up, 1 Heavy Rescue, 2 Tankers, 1 Brush Truck, 1 ATV, 1 mobile Air Unit, and a Multi-use Crew Cab truck for towing and medical calls in rural secluded areas.

WHAT YOU WILL BE DOING (DESCRIPTION):

The Division Chief will report directly to the Fire Chief who evaluates work through observation, conferences, quantitative/qualitative analysis, and written reports. As the supervisor of the Operations Division, this position is expected to remain well-informed of the latest research, resources, and techniques for mitigating fire, emergency medical, hazardous materials, and technical rescue events. Of utmost importance, this **Division Chief** is responsible for ensuring that the Operations Division's three shifts operate in a cohesive manner while ensuring that personnel receive fair and equitable treatment regardless of shift assignment. In addition to this position's administrative duties, this employee will be required to spend considerable time in the field observing, participating, and establishing effective relationships with the department's members. Ultimately, this **Division Chief** will be called upon to provide insight into current operations, identify areas of improvement, and lead the improvement/change efforts targeted at improving the department's performance.

The **Division Fire Chief** will work collaboratively with key stakeholders and neighboring departments to help build a high performing response pact in advocating for and justifying the needs of the Wake County Fire Protection system and departmental needs with supporting data and facts. The **Division Fire Chief** will help maintain the Departments reputation as a leader through engaging in dialogue and practices on fireground procedures, technical rescue policy, ISO and accreditation, and participating in joint training with other agencies.

A SAMPLE OF THE ESSENTIALS (DUTIES & TASKS):

- Supervises the operational personnel to ensure all daily activities are accomplished.
- Ensures the operations division is always in a state of response readiness.
- Ensures all operations and staffing policies and procedures are followed.
- Monitors the department's operational incident responses, ensuring responses are appropriate and in line with departmental guidance.
- Oversees departmental disciplinary procedures of all operations personnel.
- Participates in recruitment activities, serve on promotion boards, and be involved in town and county related committees.
- Performs other related duties as required and assigned which may include field response related to fire suppression, hazardous material incidents, technical rescues, emergency medical responses, and non-emergency response services.
- The Division chief may serve in the absence of the fire chief (overall, major incidents, meetings, events, etc.)

WHAT YOU'LL NEED (MINIMUM MUST-HAVES):

Minimum of Seven (7) years of fire service experience and Two (2) years as an Officer 1. GED or high school diploma required.

Possess certifications of completion for or have reciprocity documentation for:

- IFSAC/Pro-Board Firefighter II

- Hazardous Materials Operations
- NIMS 100, 200, 300, 400, 700, and 800
- Fire Officer II
- Emergency Vehicle Driver
- Driver-Operator- Pumps
- NC EMT-Basic Certification
- Possession of a valid North Carolina driver's license

Preferred Qualifications

- Associate degree from an accredited college in an emergency service, public administration field, or any field that fire chief, or his/her designee approve.
- Fire Officer III
- CPSE Chief Fire Officer Designation or graduation from the Executive Fire Officer Program at the National Fire Academy.
- Completion of the CPSE Quality Improvement for the Fire and Emergency Service Course

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees may sit frequently or most of the time, may stand sometimes, and may walk frequently or most of the time.

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.
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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
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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
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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.

Benefits: The department offers paid holidays, paid vacation and paid sick leave, which can be earned every month. In addition, we have no cost medical, dental, and disability insurance to the employee. A generous contribution will be made monthly into the employees 457 plan based on salary.

How to Apply: Resume and Cover Letter. Applicants should apply by December 6, 2024 at 5:00 p.m. Assessment/Interviews to be conducted on Mid December 16th and 17th . Employment is contingent upon successful completion of a criminal background check, drug screening, and medical evaluation.

To be considered for employment, please send your cover letter and resume to:
chief@wakenewhopefire.com