

WAKE COUNTY FIRE COMMISSION

Subject: Agenda for October 12, 2023 Regular Meeting
Location: ESEC, 221 S. Rogers Lane, Raleigh, NC 27610
Time: 6:00 PM

Agenda

◆ Meeting Called to Order: Chair Chris Perry

- Invocation
- Pledge of allegiance
- Establishment of Quorum
- Approval of Agenda
- Approval of July 13, 2023 Regular Meeting Minutes

◆ Public Comments:

◆ Regular Agenda

- Mobile Classroom Funding
- New Department Business Officer Job Classification
- Utilization of FS3 Job Classification
- West Region District Realignment

◆ Information Agenda

- Fire Tax Financial Report – Budget Analyst Madeline Yeung
 - Standing Committee Updates
 - Administrative
 - Budget
 - Capital
 - Communications & Technology
 - Volunteer Retention, Training Development & Wellness
 - Chair Report
 - Fire Services Report
 - Fire Academy 15 Update Presentation
 - Hook Station Update
 - Budget Process Update
- ◆ Adjournment** - Next Meeting – January 11, 2024 6pm

Fire Services

**WAKE COUNTY
FIRE COMMISSION
Thursday, July 13, 2023**

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, July 13, 2023, at 6:00 PM.

CALL MEETING TO ORDER

Chairman Chief Chris Perry called the meeting to order.

The following members were present: Chairman Chief Chris Perry, Commissioner Matt Calabria, Chief Leroy Smith (South Region), Chief Ron Early (North Region), Chief Chris Ward (East Region), Chief Tim Herman (West Region), Todd Wright (Chief's Association), Jason Joyner, Billy Myrick (Citizen/Consumer), Demetria John (Town Manager), Joe Moore (Town Manager), Farrar Conelle (Subject Matter Expert), Larry Stanford (Citizen/Consumer), and Nancy Anderson (Citizen/Consumer).

The following County officials and staff were present: Fire Services Director Darrell Alford, Wake County Deputy County Manager Ashley Jacobs, Fire Services Deputy Director Joe Vindigni, Fire Service Business Officer Diana McBride, Fire Services Logistics Manager Bud Davenport, Fire Services Systems Administrator Chris Hoffman, and Budget Analyst Madeline Yeung.

Chairman Chief Chris Perry called the meeting to order at 6:00pm and Roger Davenport provided the invocation, followed by the pledge of allegiance. Wake County Fire Services Director Darrell Alford introduced the new Fire Commission members: Demetria John, Joe Moore, Conelle Farrar, Larry Stanford, Gary Vickerson, and Ian Toms.

APPROVAL OF AGENDA

Wake County Fire Services Director Darrell Alford requested two additions: Chad Hoffman with Wake County Public School System to provide an update on the Fire Program and Sheriff Willie Rowe. The agenda was approved with the additions by the Fire Commission.

**ADOPTION OF THE APRIL 13, 2023, REGULAR FIRE COMMISSION MEETING
MINUTES**

A motion to approve and adopt the April 13, 2023, Regular Fire Commission Meeting minutes was made by Billy Myrick and was carried unanimously by the Fire Commission.

PUBLIC COMMENTS

There were no public comments.

ITEMS OF BUSINESS

REGULAR AGENDA

WAKE COUNTY PUBLIC SCHOOL FIRE PROGRAM

The Wake County Public school system currently has two public safety programs, housed at Garner and Sanderson high schools and in immediate need of instructors by August 1st.

SHERIFF WILLIE ROWE REMARKS

Newly elected Sheriff Willie Rowe provided remarks and extended continued partnership with Fire Services.

CHAIR APPOINTMENT OF NEW SUBCOMMITTEE MEMBERS

Wake County Fire Services Deputy Director Joe Vindigni requested the following subcommittee appointments:

Chief Matt Poole – Budget Chairperson

Ben Griffin – Capital Chairperson

David Ranes – Capital

Glenn Clapp – Volunteer, Training Development and Wellness Chairperson

Jeff Neal – Volunteer, Training Development and Wellness

Chairman Chief Perry accepted the appointments as requested.

ADJUSTMENT OF FIREFIGHTER TRANEE HOURLY RATE

Fire Services Director Darrell Alford requested the Fire Commission adjust the hourly rate for the

40 hour per week FS1 position from \$19.25 and \$20.21 an hour for an estimated annual salary of \$42,036. Mr. Billy Myrick made a motion to accept the adjustment as stated. The motion was seconded by Commissioner Matt Calabria and was carried unanimously by the Fire Commission.

LONGRANGE PLAN UPDATES

Fire Services Systems Administrator Chris Hoffman provided an overview of the Standard of Fire Service Response for the unincorporated areas of Wake County, reviewed the data process, discussed travel times for the first arriving units, Effective Response Force (ERF) for the latest data and the next steps for long range planning. The Commission asked questions and participated in the discussion.

DRAFT

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL REPORT

Wake County Budget and Management Analyst, Madeline Yeung reviewed the Tax-District and Capital budgets. The Fire Commission did not have any questions for Madeline.

DRAFT

WAKE COUNTY FIRE TAX DISTRICT
FY 2023 SYSTEMWIDE OPERATING FINANCIAL REPORT
As of June 30, 2023

Revenue Source	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Budget Less Total Commitments + YTD	YTD % of Amended Budget
T127 NC DMV Taxes	0.00	0.00	2,942,573.99	2,942,573.99	(2,942,573.99)	
T128 Refunds of NC DMV Taxes	0.00	0.00	(13,157.15)	(13,157.15)	13,157.15	
T200 Special District Taxes	35,080,000.00	0.00	32,373,111.54	32,373,111.54	2,706,888.46	92%
C637 Municipal Reimbursement	20,000.00	0.00	0.00	0.00	20,000.00	0%
N132 Interest - NCDOT - DMV Taxes	0.00	0.00	3,584.62	3,584.62	(3,584.62)	
N140 Market vs Cost Investment Difference	0.00	0.00	86,527.32	86,527.32	(86,527.32)	
N150 Interest Income/Pooled Funds	51,000.00	0.00	250,751.83	250,751.83	(199,751.83)	492%
A370 Appropriated Fund Balance	12,200.00	0.00	0.00	0.00	12,200.00	0%
A380 Prior Years Uncommitted Funds	481,000.00	0.00	0.00	0.00	481,000.00	0%
Total Revenues	35,644,200	0	35,643,392	35,643,392	808	100%

Expenditure Use	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Budget Less Total Commitments + YTD	YTD % of Amended Budget
1101 REGULAR SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00	0%
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	220,000.00	71,042.65	118,321.12	189,363.77	30,636.23	54%
2406 CONTRACTED SERVICES	445,906.00	102,228.28	214,419.89	316,648.17	129,257.83	48%
2409 PARKING CONTRACTS	0.00	0.00	34.00	34.00	(34.00)	0%
3117 Computer Software Fees	300,050.00	0.00	242,143.08	242,143.08	57,906.92	81%
3157 Food - Food for Employees	0.00	0.00	159.60	159.60	(159.60)	0%
3158 Food - Other	0.00	0.00	601.63	601.63	(601.63)	0%
3159 Food - Advisory Boards/BOC	2,000.00	0.00	685.58	685.58	1,314.42	34%
3615 Cellular Voice and Data Service	83,496.00	0.00	76,221.16	76,221.16	7,274.84	91%
3617 DISPATCH SERVICE	493,209.00	0.00	493,209.00	493,209.00	0.00	100%
3627 CAD System Charges	44,119.00	0.28	44,118.72	44,119.00	0.00	100%
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00	0%
3721 RENTAL OF PROPERTY	20,000.00	0.00	0.00	0.00	20,000.00	0%
4208 CITY OF RALEIGH HAZMAT PROGRAM	90,342.00	0.00	86,819.64	86,819.64	3,522.36	96%
4224 NC DEPT OF NRCD - FORESTRY	98,640.00	17,613.50	81,026.50	98,640.00	0.00	82%
4428 MISC CHARGES FROM OTHER DEPT/DIV	186,032.00	0.00	186,032.00	0.00	0.00	100%
4446 800mhz charges from other dept	176,989.00	0.00	176,988.96	176,988.96	0.04	100%
4447 CAD charges from other dept	0.00	0.00	282.10	282.10	(282.10)	0%
4758 MV Tax Collection Costs	74,688.00	0.00	78,503.00	78,503.00	(3,815.00)	105%
7102 LEASE PRINCIPAL - DEBT SERVICE	0.00	(0.00)	2,028.84	2,028.84	(2,028.84)	0%
9109 Transfer to Debt Service from Fire Tax	1,747,533.00	0.00	1,747,533.00	1,747,533.00	0.00	100%
Department Appropriations	31,656,196.00	(0.00)	31,655,634.94	31,655,634.94	561.06	100%
Total Expenditures	35,644,200	190,885	35,204,763	35,209,615	248,553	99%

WAKE COUNTY FIRE TAX DISTRICT
FY 2023 DEPARTMENT APPROPRIATIONS
As of June 30, 2023

Department	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
Apex FD	1,328,609	(0)	1,328,609	1,328,609	0	100.00
Cary FD	59,000	0	58,340	58,340	660	98.88
Durham Highway FD	1,109,515	(0)	1,109,515	1,109,515	0	100.00
Fairview FD	2,423,972	(0)	2,423,972	2,423,972	0	100.00
Fuquay Varina FD	2,526,563	(0)	2,526,563	2,526,563	0	100.00
Garner FD	2,864,467	(0)	2,864,467	2,864,467	0	100.00
Holly Springs FD	816,194	0	816,194	816,194	0	100.00
Hopkins FD	1,417,306	(0)	1,417,306	1,417,306	0	100.00
Knightdale FD	2,244,915	0	2,244,915	2,244,915	0	100.00
Morrisville FD	857,160	0	857,160	857,160	0	100.00
Northern Wake FD	4,334,629	(0)	4,334,629	4,334,629	0	100.00
Raleigh FD	300,000	0	300,000	300,000	0	100.00
Rolesville FD	787,586	0	787,586	787,586	0	100.00
Swift Creek FD	1,048,894	0	1,048,894	1,048,894	0	100.00
Wake Forest FD	1,946,060	(0)	1,946,060	1,946,060	0	100.00
Wake-New Hope FD	1,986,220	(0)	1,986,319	1,986,319	(99)	100.00
Wendell FD	3,537,920	0	3,537,920	3,537,920	0	100.00
Western Wake FD	1,005,788	0	1,005,788	1,005,788	0	100.00
Zebulon FD	1,061,398	0	1,061,398	1,061,398	0	100.00
Total	31,656,196	(0)	31,655,635	31,655,635	561	100%

**WAKE COUNTY FIRE TAX DISTRICT
CAPITAL FUND BALANCE REPORT
As of June 30, 2023**

Division 8420 Fire Facilities

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
045F	New Stations	\$1,190,000.00	\$1,190,000.00	\$1,190,000.00	\$3,000.00	\$0.00	\$3,000.00	\$1,187,000.00
049F	Garner #4, Fire Tax Portion	\$1,953,539.13	\$1,953,539.13	\$1,953,539.13	\$1,953,539.13	(\$0.00)	\$1,953,539.13	\$0.00
057F	Fire Planned Facility Repairs	\$1,596,153.38	\$1,596,153.38	\$1,596,153.38	\$1,596,153.38	(\$0.00)	\$1,596,153.38	\$0.00
119F	Fire Planned Facility Repairs & Renovations - FY21	\$331,000.00	\$331,000.00	\$331,000.00	\$255,014.36	\$9,405.98	\$264,420.34	\$66,579.66
131F	Fire Facilities - Planned Repairs & Renovations FY22	\$324,000.00	\$324,000.00	\$324,000.00	\$163,314.03	\$159,411.09	\$322,725.12	\$1,274.88
140F	Fire Facilities - Planned Repairs & Renovations FY23	\$266,006.00	\$252,000.00	\$266,006.00	\$113,962.33	\$102,295.09	\$216,257.42	\$49,748.58
147F	Knightdale Station 3 - Fire Tax Portion	\$465,000.00	\$465,000.00	\$465,000.00	\$0.00	\$465,000.00	\$465,000.00	\$0.00
Total Division 8420 Fire Facilities		\$6,125,698.51	\$6,111,692.51	\$6,125,698.51	\$4,084,983.23	\$736,112.16	\$4,821,095.39	\$1,304,603.12

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
041F	CONTINGENCIES & GRANT MATCHES	\$131,603.00	\$131,603.00	\$131,603.00	\$114,508.54	\$0.00	\$114,508.54	\$17,094.46
066F	Fire SCBA's	\$1,880,800.57	\$1,880,800.57	\$1,880,800.57	\$1,870,932.36	\$0.00	\$1,870,932.36	\$9,868.21
093F	Mobile Data Terminals	\$221,250.00	\$221,250.00	\$221,250.00	\$0.00	\$0.00	\$0.00	\$221,250.00
107F	Turnout Gear - FY20	\$293,994.00	\$308,000.00	\$293,994.00	\$234,893.67	\$0.00	\$234,893.67	\$59,100.33
115F	Turnout Gear - FY21	\$365,000.00	\$365,000.00	\$365,000.00	\$253,078.98	\$45,763.80	\$298,842.78	\$66,157.22
122F	Pagers & Infrastructure	\$424,000.00	\$424,000.00	\$424,000.00	\$122,606.53	\$0.00	\$122,606.53	\$301,393.47
126F	Turnout Gear - FY22	\$471,000.00	\$471,000.00	\$471,000.00	\$371,998.42	\$13,521.28	\$385,519.70	\$85,480.30
127F	Fire Defibrillators - FY22	\$51,000.00	\$51,000.00	\$51,000.00	\$44,275.14	\$0.00	\$44,275.14	\$6,724.86
128F	Fire Thermal Imaging Cameras - FY22	\$5,000.00	\$5,000.00	\$5,000.00	\$3,363.33	\$0.00	\$3,363.33	\$1,636.67
129F	Fire Small Capital - FY22	\$279,000.00	\$279,000.00	\$279,000.00	\$271,905.98	\$7,093.92	\$278,999.90	\$0.10
130F	Fire SBCA's FY22	\$212,000.00	\$212,000.00	\$212,000.00	\$144,000.00	\$0.00	\$144,000.00	\$68,000.00
139F	Turnout Gear - FY23	\$617,000.00	\$617,000.00	\$617,000.00	\$100,813.89	\$362,149.00	\$462,962.89	\$154,037.11
141F	Fire Defibrillators - FY23	\$78,000.00	\$78,000.00	\$78,000.00	\$52,821.42	\$0.00	\$52,821.42	\$25,178.58
142F	Fire Thermal Imaging Cameras - FY23	\$13,000.00	\$13,000.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00
143F	Fire Small Capital - FY23	\$295,000.00	\$295,000.00	\$295,000.00	\$273,520.80	\$21,510.07	\$295,030.87	(\$30.87)
144F	Fire SBCA's FY23	\$311,000.00	\$311,000.00	\$311,000.00	\$107,170.07	\$190,742.34	\$297,912.41	\$13,087.59
Total Division 8430 Fire Fighting Equipment		\$5,648,647.57	\$5,662,653.57	\$5,648,647.57	\$3,965,889.13	\$640,780.41	\$4,606,669.54	\$1,041,978.03

Division 8440 Fire Apparatus

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
054F	General Fire Apparatus	\$324,214.97	\$324,214.97	\$324,214.97	\$163,868.43	\$24,729.38	\$188,597.81	\$135,617.16
089F	Apparatus Emergency Repairs	\$505,000.00	\$505,000.00	\$505,000.00	\$447,361.22	\$0.00	\$447,361.22	\$57,638.78
091F	FY18 Large Apparatus - Rural	\$1,230,887.00	\$1,230,887.00	\$1,230,887.00	\$1,230,887.00	\$0.00	\$1,230,887.00	\$0.00
095F	Cost Share apparatus debt payments	\$490,131.74	\$490,131.74	\$490,131.74	\$484,671.38	(\$0.00)	\$484,671.38	\$5,460.36
103F	FY20 Large Apparatus - Rural	\$1,789,053.00	\$1,789,053.00	\$1,789,053.00	\$1,789,053.00	\$0.00	\$1,789,053.00	\$0.00
104F	FY20 Large Apparatus - Municipal	\$135,102.00	\$135,102.00	\$135,102.00	\$135,000.00	\$0.00	\$135,000.00	\$102.00
112F	FY21 Large Apparatus-Cash	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$0.00	\$80,000.00	\$0.00
113F	Brush Trucks - FY22	\$193,000.00	\$193,000.00	\$193,000.00	\$86,737.30	\$52,841.70	\$139,579.00	\$53,421.00
114F	Small Vehicles - FY22	\$271,000.00	\$271,000.00	\$271,000.00	\$229,019.16	\$0.00	\$229,019.16	\$41,980.84
120F	FY21 Large Apparatus-Debt	\$1,394,000.00	\$1,394,000.00	\$1,394,000.00	\$1,370,968.98	\$0.00	\$1,370,968.98	\$23,031.02
121F	Northern Wake Tanker Replacement	\$380,000.00	\$380,000.00	\$380,000.00	\$352,609.00	\$0.00	\$352,609.00	\$27,391.00
123F	FY22 Large Apparatus-Debt	\$2,296,000.00	\$2,296,000.00	\$2,296,000.00	\$2,185,510.00	\$0.00	\$2,185,510.00	\$110,490.00
124F	FY22 Large Apparatus-Cash	\$193,000.00	\$193,000.00	\$193,000.00	\$69,751.19	\$0.00	\$69,751.19	\$123,248.81
125F	FY22 General Fire Apparatus	\$166,000.00	\$166,000.00	\$166,000.00	\$96,002.26	\$10,000.00	\$106,002.26	\$59,997.74
134F	Brush Trucks - FY23	\$214,000.00	\$214,000.00	\$214,000.00	\$69,904.34	\$0.00	\$69,904.34	\$144,095.66
135F	FY23 Large Apparatus-Debt	\$1,662,000.00	\$1,662,000.00	\$1,662,000.00	\$0.00	\$1,625,120.00	\$1,625,120.00	\$36,880.00
136F	FY23 Large Apparatus-Cash	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
137F	FY23 General Fire Apparatus	\$139,000.00	\$139,000.00	\$139,000.00	\$47,477.25	\$0.00	\$47,477.25	\$91,522.75
138F	Small Vehicles - FY23	\$124,000.00	\$124,000.00	\$124,000.00	\$102,312.87	\$0.00	\$102,312.87	\$21,687.13
145F	Cost Share apparatus debt payments FY23	\$233,000.00	\$233,000.00	\$233,000.00	\$83,941.02	\$0.00	\$83,941.02	\$149,058.98
Total Division 8440 Fire Apparatus		\$11,839,388.71	\$11,839,388.71	\$11,839,388.71	\$9,025,074.40	\$1,712,691.08	\$10,737,765.48	\$1,101,623.23

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
099F	Fire Capital Uncommitted	(\$0.00)	\$2,368,942.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
132F	Reserve for Future Projects FY22	\$223,750.00	\$44,750.00	\$223,750.00	\$0.00	\$0.00	\$0.00	\$223,750.00
Total Division 8499 Fire Capital Uncommitted		\$223,750.00	\$2,413,692.52	\$223,750.00	\$0.00	\$0.00	\$0.00	\$223,750.00
Total Department 84 Fire And Rescue CIP		\$23,837,484.79	\$26,027,427.31	\$23,837,484.79	\$17,075,946.76	\$3,089,583.65	\$20,165,530.41	\$3,671,954.38
Total Fund: 4400 Fire CIP		\$23,837,484.79	\$26,027,427.31	\$23,837,484.79	\$17,075,946.76	\$3,089,583.65	\$20,165,530.41	\$3,671,954.38

STANDING COMMITTEE UPDATES

Administrative Subcommittee:

No additional report beyond the Long-Range Plan updates and FS1 adjustment.

Budget Subcommittee:

No report.

Capital Subcommittee

The first joint meeting took place and was very productive discussing equipment and updates on FY22 and FY23 apparatus.

Communications and Technology Subcommittee:

The Communications and Technology subcommittee has several projects they are currently working on with the mobile computer terminals, the current radio system and the Viper radio system getting a backup source TDMA upgrade, and the replacement of the Record Management System ending at the end of calendar year 2024.

Volunteer Recruitment, Training Development and Wellness

The new combined committee has met once, no additional update.

CHAIR REPORT

No additional report.

FIRE SERVICES REPORT

Fire Services Director welcomed new Fire Chiefs Mark Travis and Shawn Purvis, updated the Commission on the Northern Wake land search, and Deputy Director Vindigni provided an update on Academy 15.

GOOD OF THE GROUP

Mr. Billy Myrick praised and thanked the Fire Services/first responders in response to his recent interaction utilizing services in an emergency.

ADJOURNMENT

The meeting was adjourned by Chairman Perry at 7:18 p.m.

Item Title:

Identify Funding for New Modular Classroom at the Fire Training Center

Specific Action Requested:

Fire Commission supports and grants latitude for the Fire Service Director to use identified savings and Fund Balance for an expenditure of no more than \$400,000 to purchase a new mobile classroom trailer for use at the Fire Training Center.

Item Summary:

The Fire Training Center classroom space is limited based on an annual ongoing Academy. For approximately 38 weeks during the year, the Fire Academy uses the classroom leaving no other class instructional options on site. The older "Brown Trailer" was identified as unsafe last year and was removed from the property. With assistance from Wake GSA for site work, and \$150,000 in funds from Town of Cary, we request an opportunity to provide secondary space on site by way of a new modular classroom. Wake Fire Services will work with GSA and Finance to bid and procure this unit.

Attachments:

Item Title:

The Fire Commission recommends supporting the changes in the Wake County Fire Compensation Administrative Guidelines

Specific Action Requested:

Fire Commission recommends changes to the following sections of the Wake County Fire Compensation Administrative Guidelines.

- Page 1 - Table of Contents – Add Department Business Officer to Appendices section.
- Page 4 - Add Department Business Officer position, position code (FS 12) and working titles to figure 1.
- Page 13 – 6.2 Add Department Business Officer to the position title.
 - Add years of experience to Three years of experience in finance, budgeting, policy or management analysis.
 - Add Bachelor's degree requirement.
- Page 13 – 6.3 – Equivalent Experience and Education – Add Associate degree and 7 years of experience in finance, budgeting, policy or management analysis; or high school diploma and 10 years of experience in finance, budgeting, policy or management analysis
- Page 21 – Update Appendix A to reflect Department Business Officer salary.
- Page 23 – Appendix C – change from eleven (11) positions to twelve (12) positions.
- Page 73-76 – Add Department Business Officer job description.

Item Summary:

The Wake County Fire Compensation Administrative Guidelines only included two positions related to administrative assistant and did not capture the job duties and responsibilities of some of our employees. It also did not create a career ladder for these administrative positions which limited their growth potential.

The Department Business Officer position will oversee and coordinate the business operations and activities of the Fire Department including budget, human resources, purchasing and contracts. They will assist the Fire Chief in developing operational strategies, plans, or procedures. This role will not formally supervise but may provide leadership to and day-to-day management of other staff, or act on behalf of the Fire Chief or Board of Directors relative to business management functions. This will be an exempt position and be classified as an FS 12.

Attachments:

Updated Wake County Fire Compensation Administrative Guidelines – Changes highlighted in yellow

Department Business Officer (FS 12)

FLSA Status: Exempt

Working Titles – Executive Administrator, Budget Manger, Business Manager

BRIEF DESCRIPTION:

Oversees and coordinates the business operations and activities of the Fire Department including budget, human resources, purchasing and contracts. Assists Fire Chief in developing operational strategies, plans, or procedures. This role does not formally supervise but may provide leadership to and day-to-day management of other staff, or act on behalf of the Fire Chief or Board of Directors relative to business management functions.

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	S	Prepares financial documents, reports, or budgets including annual update of Department Business Plan. Prepares reports related to compliance matters. Analyzes financial records to improve budgeting or planning and forecasting data to improve business decisions.
2	S	Directs financial operations. Approves expenditures. Monitors flow of cash or other resources. Maintains regulatory or compliance documentation.
3	S	In some but not all instances, serves as Human Resources Officer for the Department and coordinates activities with the Fire Chief and/or Board of Directors
4	S	Prepares operational progress or status reports. Analyzes risks to minimize losses or damages. Recommend organizational process or policy changes.
5	S	Coordinates operational activities with external stakeholders. Establishes interpersonal business relationships to facilitate work activities.
6	S	Develops strategies to maximize revenues. Ensures timely receipt of federal, state and grant revenues. Oversees fiscal reporting and reimbursement requests.
7	S	Monitors internal programs, grants and external agencies to ensure compliance with regulations and contracts. Provides oversight of contracted services budgets and ensures efficient funds encumbrances.

Position(s) may perform other duties in addition to the above as assigned by management.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Bachelor's degree in business administration, Public Administration, Finance, Accounting, or related field.
Experience	Five years of experience in finance, budgeting, policy or management analysis
Certification and Other Requirements	Valid NC Drivers License.
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.

Qualification Equivalency:

Equivalent education and experience are accepted.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary <input checked="" type="checkbox"/>	Light	Medium	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.
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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	O	Interacting with vendors, citizens
Sitting	F	At desk, work station
Walking	O	Within and between departments
Lifting	O	Boxes of supplies
Carrying	O	Equipment and supplies
Pushing/Pulling	R	Boxes of supplies
Reaching	O	For items on desk
Handling	F	Paperwork and reports
Fine Dexterity	F	For computer use
Kneeling	R	To retrieve files on low shelf
Crouching	R	To retrieve files on low shelf
Crawling	N	
Bending	R	To retrieve files on low shelf
Twisting	R	To reach for items on desk
Climbing	N	
Balancing	N	
Vision	C	For reading computer and reports
Hearing	C	When communicating on telephone
Talking	C	When communicating on telephone
Foot Controls	R	When using the Dictaphone
Other (Specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy and fax machines, telephone system, paper cutter, paper shredder, laminator, typewriter, calculator, adding machine, 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	N	Respiratory Hazards	N	Office Environment X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse
Electrical Hazards	N	Noise and Vibration	N	Shop
Fire Hazards	N	Wetness/Humidity	N	Vehicle
Explosives	N	Physical Hazards	N	Outdoors
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)	N			

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED: NONE

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

(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.

Department Business Officer (FS 12)

FLSA Status: Exempt

Working Titles – Executive Administrator, Budget Manger, Business Manager

BRIEF DESCRIPTION:

Oversees and coordinates the business operations and activities of the Fire Department including budget, human resources, purchasing and contracts. Assists Fire Chief in developing operational strategies, plans, or procedures. This role does not formally supervise but may provide leadership to and day-to-day management of other staff, or act on behalf of the Fire Chief or Board of Directors relative to business management functions.

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	S	Prepares financial documents, reports, or budgets including annual update of Department Business Plan. Prepares reports related to compliance matters. Analyzes financial records to improve budgeting or planning and forecasting data to improve business decisions.
2	S	Directs financial operations. Approves expenditures. Monitors flow of cash or other resources. Maintains regulatory or compliance documentation.
3	S	In some but not all instances, serves as Human Resources Officer for the Department and coordinates activities with the Fire Chief and/or Board of Directors
4	S	Prepares operational progress or status reports. Analyzes risks to minimize losses or damages. Recommend organizational process or policy changes.
5	S	Coordinates operational activities with external stakeholders. Establishes interpersonal business relationships to facilitate work activities.
6	S	Develops strategies to maximize revenues. Ensures timely receipt of federal, state and grant revenues. Oversees fiscal reporting and reimbursement requests.
7	S	Monitors internal programs, grants and external agencies to ensure compliance with regulations and contracts. Provides oversight of contracted services budgets and ensures efficient funds encumbrances.

Position(s) may perform other duties in addition to the above as assigned by management.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Bachelor's degree in Business Administration, Public Administration, Finance, Accounting or related field.
Experience	Five years of experience in finance, budgeting, policy or management analysis
Certification and Other Requirements	Valid NC Drivers License.
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.

Qualification Equivalency:

Equivalent education and experience are accepted.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary <u>X</u>	Light	Medium	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.
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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	O	Interacting with vendors, citizens
Sitting	F	At desk, work station
Walking	O	Within and between departments
Lifting	O	Boxes of supplies
Carrying	O	Equipment and supplies
Pushing/Pulling	R	Boxes of supplies
Reaching	O	For items on desk
Handling	F	Paperwork and reports
Fine Dexterity	F	For computer use
Kneeling	R	To retrieve files on low shelf
Crouching	R	To retrieve files on low shelf
Crawling	N	
Bending	R	To retrieve files on low shelf
Twisting	R	To reach for items on desk
Climbing	N	
Balancing	N	
Vision	C	For reading computer and reports
Hearing	C	When communicating on telephone
Talking	C	When communicating on telephone
Foot Controls	R	When using the Dictaphone
Other (Specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy and fax machines, telephone system, paper cutter, paper shredder, laminator, typewriter, calculator, adding machine, 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	N	Respiratory Hazards	N	Office Environment X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse
Electrical Hazards	N	Noise and Vibration	N	Shop
Fire Hazards	N	Wetness/Humidity	N	Vehicle
Explosives	N	Physical Hazards	N	Outdoors
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)	N			

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED: NONE

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

(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.



Department Business Officer

J o b D e s c r i p t i o n

Job Information

Title:	Department Business Officer
Market Range:	MR19
Approved Date:	5/11/2021 12:21:53 PM
FLSA:	Exempt
EEO Code:	PROFESSIONALS
Career Level:	P2
Career Level Description:	Professional Level 2
Job Code:	100187
Job Family:	Fiscal and Business Management
Sub Family:	Business Management

Primary Purpose

Oversees and coordinates the business operations and activities of a Department including budget, human resources, purchasing and contracts. Assists Department Director in developing operational strategies, plans, or procedures. This role does not formally supervise but may provide leadership to and day-to-day management of other staff, or act on behalf of the Department Director relative to business management functions.

Essential Functions

	Priority	% Time
<ul style="list-style-type: none"> Prepares financial documents, reports, or budgets including annual update of Department Business Plan. Prepares reports related to compliance matters. Analyzes financial records to improve budgeting or planning and forecasting data to improve business decisions. 	1	20%
<ul style="list-style-type: none"> Directs financial operations. Approves expenditures. Monitors flow of cash or other resources. Maintains regulatory or compliance documentation. 	2	20%
<ul style="list-style-type: none"> In some but not all instances, serves as Human Resources Officer for the Department and coordinates activities with the Department of Human Resources. 	3	15%
<ul style="list-style-type: none"> Prepares operational progress or status reports. Analyzes risks to minimize losses or damages. Recommend organizational process or policy changes. 	4	15%
<ul style="list-style-type: none"> Coordinates operational activities with external stakeholders. Establishes interpersonal business relationships to facilitate work activities. 	5	10%
<ul style="list-style-type: none"> Develops strategies to maximize revenues. Ensures timely receipt of federal, state and grant revenues. Oversees fiscal reporting and reimbursement requests. 	6	10%
<ul style="list-style-type: none"> Monitors internal programs, grants and external agencies to ensure compliance with regulations and contracts. Provides oversight of contracted services budgets and ensures efficient funds encumbrances. 	7	10%

Position(s) may perform other duties in addition to the above as assigned by management.

IMPORTANT In the event of an emergency, as determined by the County Manager or designee, participation in preparedness and response operations should be expected. Employee may be required to fill a temporary assignment in a role different from standard duties, work hours and/or work location in preparation for, during and after the emergency. Employee may also be required to participate in relevant exercises and regular preparedness training.

Career Level Dimensions

Career Level:	P2
Career Level Description:	Professional Level 2

County Impact

- Works independently on projects/assignments that impact Work Group results.
- Work is generally supervised and involves periodic process checks.

Innovation and Complexity

- Responsible for making adjustments or recommended enhancements in systems and processes to solve problems or improve effectiveness of the Work Group.

Communication and Influence

- Typically communicates within or outside the Work Group to provide information requiring some explanation or interpretation to reach agreement.

Leadership

- May provide guidance and assistance to entry level professionals or support staff.

Knowledge and Experience

- Requires practical knowledge of the Work Group typically obtained through advanced education combined with experience.

Qualifications

Required Education

- Bachelor's degree in Business Administration, Public Administration, Finance, Accounting or related field

Required Experience

- Three years of experience in finance, budgeting, policy or management analysis, including one year of supervisory experience

Qualification Equivalency

- Equivalent education and experience are accepted

- Notary Public

Upon Hire

Knowledge, Skills and Abilities

- Thorough knowledge of fiscal/budgetary theories and methodology
- Thorough knowledge of applicable County, State and Federal policies
- Considerable knowledge of office procedures, organizational hierarchy and quality assurance to assure adherence to set procedures and guidelines
- Considerable knowledge of HR practices
- Ability to develop written documents and reports and cater information to the sophistication of the audience
- Ability to provide strategic planning assistance to management

An individual must be able to perform each essential duty satisfactorily to perform this job successfully. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

Individual Contributor Competencies

Analysis	Examines data to grasp issues, draw conclusions, and solve problems.
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Individual Contributor Competencies

Attention to Detail	Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organizes time and resources efficiently.
Communication	Creates an atmosphere in which timely and high-quality information flows smoothly up and down, inside and outside of the organization; encourages open expression of ideas and opinions.
Good Judgment	Makes decisions authoritatively and wisely, after adequately contemplating various available courses of action.
Initiative	Does more than is required or expected in the job; does things that no one has requested that will improve or enhance products and services, avoid problems, or develop entrepreneurial opportunities. Plans ahead for upcoming problems or opportunities and takes appropriate action.
Interpersonal Skills	Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations. Perceives, assesses, and positively influences one's own and other individuals' emotions.

Core Competencies

Integrity	Act with honesty, transparency and respect in our interactions with co-workers and those we serve. Adhere, without exception, to laws, policies, procedures and professional standards.
Accountability	Establish high-quality standards for work. Add value. Measure results and hold self and others accountable for making progress toward desired outcomes. Take a logical and data-driven approach to decision-making.
Diversity	Believe that different backgrounds and experiences strengthen the organization and produce better results. Value inclusion across race, gender, age, religion, identity and experience, and strive to reflect in our workforce the diversity of our community.
Collaboration	Foster a work culture in which different ideas and opinions are encouraged and expected. Listen carefully and speak thoughtfully. Work together toward shared goals with mutual respect and cooperation.
Continuous Improvement	Continuously improve work processes and products. Provide a safe environment to be innovative and creative and try new things. When things don't go as planned, use it as an opportunity to learn, regroup and begin again. Provide time and resources for individuals to grow and develop both personally and professionally.
Wellness	Take proactive steps to be physically fit and healthy, emotionally strong, financially secure and socially fulfilled, while inspiring and empowering others to do the same.
Service Orientation	Commit to making a difference within the community. Actively engage in and enjoy our work. Deliver services that exceed expectations, with courtesy, politeness and sensitivity to the experiences, concerns and feelings of all co-workers and customers.

ADA Checklist

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Standard ADA Selection: Office Environment

Physical Demands					
	N/A	Rarely	Occasionally	Frequently	Constantly
Standing			X		
Walking			X		
Sitting				X	
Lifting/Carrying 0-10 pounds			X		
Lifting/Carrying 10-20 pounds			X		
Lifting/Carrying 20-50 pounds		X			
Lifting/Carrying 50-100 pounds		X			
Pushing		X			
Pulling		X			
Climbing		X			
Balancing		X			
Stooping		X			
Kneeling		X			
Crouching		X			
Crawling		X			
Reaching		X			
Handling		X			
Grasping		X			
Fingering		X			
Feeling		X			
Talking				X	
Hearing				X	
Visual Perception				X	
Repetitive Motions			X		
Eye/Hand/Foot Coordination		X			

Mental Demands					
	N/A	Rarely	Occasionally	Frequently	Constantly
Memorization/Concentration				X	
Learning/Knowledge Retention				X	
Preparing/Analyzing Numerical Figures				X	
Use of Interfaced Communication Devices (Phone, Computer, Radio etc.)				X	
Analyzing/Examining/Testing Data			X		
Emotional/Behavioral Self-Regulation			X		
Interacting with Others				X	
Comprehension				X	
Organization				X	
Decision Making				X	

Mental Capability/Cognitive Requirements

Comprehension Understand complex problems and collaborate to explore alternative solutions

Organization	Organize and prioritize individual work schedule to manage multiple tasks and/or projects
Decision Making	Make decisions that have significant impact on a department's credibility, operations and/or services
Communication	Communicate in-depth information for the purpose of interpreting and/or negotiating

Working Environment			
	<i>N/A</i>	<i>Yes</i>	<i>No</i>
Extreme cold			X
Extreme heat			X
Humid			X
Wet			X
Noise			X
Hazards			X
Temperature Change			X
Atmospheric Conditions			X
Vibration			X
Computers/Monitors		X	

Item Title:

The Fire Commission recommends supporting the changes in the Wake County Fire Compensation Administrative Guidelines

Specific Action Requested:

Fire Commission recommends changes to the following sections of the Wake County Fire Compensation Administrative Guidelines.

- Page 7 – 3.14 – Add, “Firefighter 3 positions may be utilized by departments for One Firefighter on each shift per staffed apparatus if they meet the requirements set forth in the Wake County Fire Compensation Administrative Guidelines”.
- Page 11 – Update NC OSFM Driver/Operator Certification and Qualification Requirements (D/O Pumps/Basic Ops & D/O Pump Hydraulics/Water Supply).
- Page 13 – 6.2 Change years of experience for the Firefighter 3 position from 1 year as a Firefighter 2 to 2 years as a Certified Firefighter.
- Page 34 – Firefighter 3 job description – Add, Two years as a Certified Firefighter to the job requirements.
- Page 34 - Update NC OSFM Driver/Operator Certification and Other Requirements (D/O Pumps/Basic Ops & D/O Pump Hydraulics/Water Supply).

Item Summary:

The Wake County Fire Compensation Administrative Guidelines has been revised to change the years of experience for the Firefighter 3 position. If approved, the guideline will be changed from 1 year as a Firefighter 2 to 2 years as a Certified Firefighter.

The Firefighter 3 position was created for succession planning and can be utilized as a Senior Firefighter, Master Firefighter, or 1st Class Firefighter. We are proposing the implementation of the Firefighter 3 position for one firefighter on each shift and apparatus if they meet the requirements set forth in the Wake County Fire Compensation Administrative Guidelines.

Attachments:

Updated Wake County Fire Compensation Administrative Guidelines – Changes highlighted in blue.



Wake County Fire Compensation Administrative Guidelines

Effective July 1, 2016

Revision on November 19, 2020

Revision January 15, 2022

Revision July 1, 2022

Revision January 12, 2023

Revision October 4, 2023

Adopted by the Wake County Fire Commission on 3/17/2016

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Executive Officer 2 (Deputy Chief)	
Executive Officer 3 (Fire Chief)	
Administrative Assistant I	
Administrative Assistant II	
Department Business Officer	

D: Fire Compensation Administrative Guidelines Agreement
E. Wake County Fire Services Department & Fire Commission Labor Market Study
and Fire Compensation Administrative Guidelines Review (1/2016 Study Report)

Addendum 1 – Hiring Guidelines – Adopted November 19, 2020

INTRODUCTION

These guidelines were revised 7/2016 by the Wake County Compensation/Staffing Committee, a committee formed by the Wake County Fire Commission members and Wake County Department of Fire Services staff. The guidelines outline basic job requirements, salary ranges, and other rules related to fire service compensation. Department may increase certification and experience requirements, but funding is based on the basic requirements set forth in this document. The Wake County Fire Commission approved these guidelines for the following thirteen private, non-profit fire departments operating in Wake County and receiving revenue from the Wake County fire tax. The Garner, Rolesville, and Wake Forest Fire Departments are eligible for adjustment monies proportional to Wake County's share of their budget if they provide matching funds for their proportional portion of the increase.

Northern Wake Fire Department
Durham Highway Fire Department
Fairview Fire Department
Garner Fire Department
Hopkins Fire Department

Rolesville Fire Department
Swift Creek Fire Department
Wake-New Hope Fire Department
Wendell Fire Department
Western Wake Fire/Rescue Department

1. GUIDELINES FOR EMPLOYEES HIRED PRIOR TO REVISION

- 1.1 All full-time and part-time employees who are employed prior to July 1, 2016 must meet the certifications and experience requirements outlined in section 5, which is the current model.
- 1.2 Employees who fall into the category of 1.1 will not be required to meet the new adopted requirements for their current position but must meet them to move up in ranks.
- 1.3 All current employees will be assigned to their proper position according to the new Wake County Fire Services positions, outlined in this section (figure 1).
- 1.4 All current employees meeting the requirements for their positions shall be paid at not less than the minimum salary indicated for their range.

Wake County Fire Services Positions (figure 1)

Code	Position	Working Titles
FS 1	Firefighter 1	Probationary Firefighter
FS 2	Firefighter 2	Firefighter
FS 3	Firefighter 3	Sr. Firefighter, Master Firefighter, 1 st Class Firefighter
FS 4	Driver/Operator	Engineer, Lieutenant, Driver
FS 5	Officer 1 (Company Officer)	Captain
FS 6	Officer 2 (Chief Officer)	District Chief, Battalion Chief, Division Chief
FS 7	Executive Officer 1	Assistant Chief
FS 8	Executive Officer 2	Deputy Chief
FS 9	Executive Officer 3	Fire Chief
FS 10	Admin Asst. 1	Administrative Assistant, Secretary
FS 11	Admin Asst. 2	Executive Assistant, Office Manager, HR
FS 12	Department Business Officer	Executive Administrator, Budget Manger, Business Manager

2. GUIDELINES FOR NEW EMPLOYEES HIRED, PROMOTED OR APPOINTED ON OR AFTER ADOPTION

- 2.1 All full-time and part-time employees who are employed on or after July 1, 2016 must meet the certifications and experience requirements outlined in section 6.
- 2.2 New or promoted employees must be hired or promoted in at not less than the minimum salary indicated for their range.
- 2.3 If money is available from a position vacancy, qualified applicants can be hired at higher than starting pay within the appropriate pay band.
- 2.4 Any newly created positions or changes in positions from one rank to another that require additional funding must be approved through the County budget process through an expansion request.
- 2.5 All departments can work with the compensation/staffing committee to determine if personnel meet the requirements or if departmental changes fall into the compensation guidelines (see appendix B for documents needed).
- 2.6 All new applicants, volunteer or paid, shall consent to a background check as outlined in N.C.G.S 143B-943 and specifically section 3. This background check includes a fingerprint check in the State and National Database. Fire Chief is responsible to ensure this record is reviewed against the listed offenses in N.C G S 143B-943 section (A) Item 2 and all records are maintained. Fire Chief shall consult with the Wake County Fire Services Director on any items from N.C.G.S 143B-943 Section 3 (d) if any of the convictions are to be waived.

3. GENERAL COMPENSATION GUIDELINES

3.1 To receive funding according to this compensation guideline, the fire department must agree to adopt these Guidelines and all Appendices.

Non-Exempt Employees

3.2 A full-time employee:

- Works 40 or more hours per week
- Is compensated based on an annual salary
- Is subject to withholding and taxes on the basis of salary
- Accounts for hours worked
- Is eligible for leave
- Is eligible for medical and other benefits if offered

3.3 A part-time employee:

- Works less than 40 hours per week
- Is compensated at an hourly rate
- Is subject to withholding and taxes on an hourly basis
- Accounts for hours worked

Exempt Employees (Executive Officers)

3.3.1 A full-time Executive Officer:

- Averages 40 hours per week annually
- Is compensated based on an annual salary
- Is subject to withholding and taxes on the basis of salary
- Is eligible for leave
- Is eligible for medical and other benefits if offered

3.3.2 A part-time fire chief (Executive Officer 3):

- Is compensated annually at a minimum of \$12,001 and up to a maximum amount equal to the hours worked based on the individual's pay band
- Works less than 40 hours per week
- Meets the requirements of a full-time executive officer
- Accounts for hours worked

3.4 Part-time employees will be paid at a rate equivalent to the hourly salary of full-time employees who are comparable in terms of experience and qualifications.

3.5 Stipend payments for volunteers' officers shall be in accordance with this section:

3.5.1 A volunteer fire chief:

- Is compensated at a maximum of \$12,000 annually (1 fire chief per department).
- Does not account for hours worked
- Meets requirements in section 7

- 3.5.2 The maximum annual stipend for volunteer Assistant or Deputy Chief Officers is \$8000 annually per station.
- 3.5.3 All other volunteer line officers shall not receive a stipend for non-response duties.
- 3.6 Annual merit increases are based on the annual approved amount by the Wake County Commissioners.
- 3.7 No employee's base salary may be raised beyond the maximum of the designated range.
- 3.8 Department audits must include a budget-to-actual analysis of all expenditures, including verification of part-time and full-time salaries.
- 3.9 For employees whose salary reaches or exceeds the maximum of his or her pay range, the employee shall be eligible for a merit pay "bonus" payment, which will not become part of the employee's base pay until the top of the pay band is adjusted and "passes" the employee.
- 3.10 Salaries that do not comply with these Guidelines will not be funded in a department's adopted Wake County budget.
- 3.11 Non-Exempt Employees shall be paid overtime at a rate of 1 ½ times their hourly rate for hours exceeding 40 hours in a work week. An employee must physically work 40 hours in a week to receive the overtime rate. An employee who does not physically work 40 hours in a week shall be paid at the regular hourly rate for all hours over 40.
- 3.12 If an employee is not scheduled to work on a County recognized Holiday, the employee is entitled to receiving straight time pay for 8 hours. If an employee works the Holiday, they shall receive overtime pay for actual hours worked on the holiday even if they do not exceed 40 hours in a week.
- 3.13 Departments shall comply with the applicable laws and standards for FSLA and DOL in regard to compensation.
- 3.14 Firefighter 3 positions may be utilized by departments for One Firefighter on each shift per staffed apparatus if they meet the requirements set forth in the Wake County Fire Compensation Administrative Guidelines.

4. COMPENSATION SYSTEM MAINTAINANCE

- 4.1 The Wake County Fire Services Compensation/Staffing Committee will work with the Wake County Human Resources Department to provide a “Market Survey” on all fire service positions every three years. This survey can be a third of the outlined positions annually or all positions every three years.

- 4.2 The Wake County Fire Services Compensation/Staffing Committee will report the “Market Survey” information to the Fire Commission as it is available. The Fire Commission will use that information to develop salary recommendations for the Budget Director and County Manager.

5. CERTIFICATION AND EXPERIENCE REQUIREMENTS FOR EXISTING EMPLOYEES

5.1 Existing career employees hired before July 1, 2016 must meet the certifications and experience within the below table as a minimum.

Position	Certification and Qualification Requirements
Firefighter 1 (Probationary Firefighter)	<ul style="list-style-type: none"> • None
Firefighter 2 (Firefighter)	<ul style="list-style-type: none"> • NC Firefighter Level I and II (NFPA 1001) • NC Hazardous Materials Responder – Operations Plus Level (NFPA 472 and OSHA 29 CFR 1910.120) • Incident Command Training (meeting objectives of NFPA 1561) • Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003. • Medical First Responder – Defibrillation (Wake County Medical Director’s curriculum) • Wake County “Essentials of Firefighting” Course
Firefighter 3 (Asst. Driver)	Did not exist prior to July 1, 2016
Driver/ Operator (This was the Driver Operators and Lieutenants)	<ul style="list-style-type: none"> • All above • NC Emergency Vehicle Driver (NFPA 1002) • NC Driver/Operator-Pumps (NFPA 1002) • NC Driver/Operator-Aerial (NFPA 1002, if required by department policy)
Officer 1 (Captain)	<ul style="list-style-type: none"> • All above • NC Level I Fire Officer (NFPA 1021) Completion of NC Community College Educational Methodology Course
Officer 2 (District Chief)	<ul style="list-style-type: none"> • All Above • NC Fire Officer II (NFPA 1021)
Executive Officer 1 (Asst. Chief)	Did not exist prior to July 1, 2016
Executive Officer 2 (Deputy Chief)	Did not exist prior to July 1, 2016
Executive Officer 3 (Fire Chief)	<ul style="list-style-type: none"> • All Above, or equivalent • NC Chief 101 (required by NCOSFM)

5.2 The following experience requirements must be met for applicants to be eligible for hire, promotion or appointment:

Position Title	Years of Experience
Firefighter 1	None required
Firefighter 2	None required
Firefighter 3	Does not exist
Driver/Operator	2 years in fire service, 1 as a Firefighter
Officer 1	4 years in fire service, 1 as Driver/Operator
Officer 2	7 years in fire service, 2 as Officer 1
Executive Officer 1	(This position does not currently exist)

Executive Officer 2	(This position does not currently exist)
Executive Officer 3	10 years in fire service, 2 as an Officer 2 if it exists, it no 2 as Officer 1.
Administrative Assistant I	1 year or equivalent experience
Administrative Assistant II	2 years

6. CERTIFICATION AND EXPERIENCE REQUIREMENTS FOR NEW HIRES, NEW PROMOTIONS AND NEW APPOINTMENTS

6.1 All applicants for hire, promotion or appointment after July 1, 2016 must meet the certifications and experience within the below table as a minimum:

Code	Position	Working Titles	Certification and Qualification Requirements
FS 1	Firefighter 1	Probationary Firefighter	<ul style="list-style-type: none"> None, must meet Firefighter 2 in 12 months
FS 2	Firefighter 2	Firefighter	<ul style="list-style-type: none"> Firefighter Level I and II (NFPA 1001)(IFSAC, ProBoard, DOD) Hazardous Materials Responder – Level 1 (NFPA 472 and OSHA 29 CFR 1910.120)(IFSAC, ProBoard, DOD) NIMS 100, 200, 700, 800 (meeting objectives of NFPA 1561) Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003. NC EMT
FS 3	Firefighter 3	Sr. Firefighter, Master Firefighter, 1 st Class Firefighter	<ul style="list-style-type: none"> All above Emergency Vehicle Driver (NFPA 1002) D/O Pumps Intro/Basic Ops D/O Pump Hydr/Water Supply
FS 4	Driver/ Operator	Engineer, Lieutenant, Driver	<ul style="list-style-type: none"> All above Driver/Operator-Pumps certification (NFPA 1002)(IFSAC, ProBoard, DOD) Driver/Operator-Aerial (NFPA 1002, if required by department policy) (IFSAC, ProBoard, DOD)
FS 5	Officer 1 (Company Officer)	Captain	<ul style="list-style-type: none"> All above Fire Officer 1 (NFPA 1021) (IFSAC, ProBoard, DOD) NIMS 300 and 400
FS 6	Officer 2 (Chief Officer)	District, Battalion, Division Chief	<ul style="list-style-type: none"> All above NC Fire Officer 2 (NFPA 1021)(IFSAC, ProBoard, DOD)
FS 7	Executive Officer 1	Assistant Chief	<ul style="list-style-type: none"> Firefighter Level I and II (NFPA 1001) (IFSAC, ProBoard, DOD) Hazardous Materials Responder – Level 1 (NFPA 472 and

			<p>OSHA 29 CFR 1910.120) (IFSAC, ProBoard, DOD)</p> <ul style="list-style-type: none"> • NIMS 100, 200, 300, 400, 700, 800 (meeting objectives of NFPA 1561) • Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003. • Associate’s Degree related to fire service management or education and experience equivalent.
FS 8	Executive Officer 2	Deputy Chief	<ul style="list-style-type: none"> • Firefighter Level I and II (NFPA 1001) (IFSAC, ProBoard, DOD) • Hazardous Materials Responder – Level 1 (NFPA 472 and OSHA 29 CFR 1910.120) (IFSAC, ProBoard, DOD) • NIMS 100, 200, 300, 400, 700, 800 (meeting objectives of NFPA 1561) • Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003. • Bachelor’s Degree related to fire service management or education and experience equivalent.
FS 9	Executive Officer 3	Fire Chief	<ul style="list-style-type: none"> • Firefighter Level I and II (NFPA 1001) (IFSAC, ProBoard, DOD) • Hazardous Materials Responder – Level 1 (NFPA 472 and OSHA 29 CFR 1910.120) (IFSAC, ProBoard, DOD) • NIMS 100, 200, 300, 400, 700, 800 (meeting objectives of NFPA 1561) • Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003. • Bachelor’s Degree related to fire service management or education and experience equivalent. • NC Chief 101(within 12 months)

6.2 The following experience requirements must be met for applicants to be eligible for hire, promotion or appointment:

Position Title	Advanced Degree	Years of Experience
Firefighter 1		None required
Firefighter 2		None required
Firefighter 3		2 years in fire service, 2 years as a Certified Firefighter
Driver/Operator		3 years in fire service
Officer 1		4 years in fire service, 1 year as a Driver/Operator
Officer 2		7 years in fire service, 2 years as an Officer 1
Executive Officer 1	Associates	8 years in fire service, 2 years with supervisory experience in the fire service.
Executive Officer 2	Bachelor's	9 years in fire service, 3 years with supervisory experience in the fire service.
Executive Officer 3	Bachelor's	10 years in fire service, 4 years with supervisory experience in the fire service.
Administrative Assistant I		1 year or equivalent experience
Administrative Assistant II		2 years
Department Business Officer	Bachelor's	5 years of experience in finance, budgeting, policy or management analysis

6.3 Equivalent Experience and Education

Executive Officer 1

Fire Officer 3, High school diploma and 10 years of fire service experience with 2 years being supervisory.

Executive Officer 2

Associate's Degree and 11 years of fire service experience with 3 years being supervisory; or high school diploma and 13 years of fire service experience with 3 years being supervisory

Executive Officer 3

Associate's Degree and 12 years of fire service experience with 4 years being supervisory; or high school diploma and 14 years of fire service experience with 4 years being supervisory.

Department Business Officer

Associate degree and 7 years of experience in finance, budgeting, policy or management analysis; or high school diploma and 10 years of experience in finance, budgeting, policy or management analysis

7. CERTIFICATION AND EXPERIENCE REQUIREMENTS FOR VOLUNTEERS

- 7.1 All Volunteer Firefighters must meet the standards outlined in NFPA 1403; the Wake County Essentials School meets this requirement.
- 7.2 All Volunteer Firefighters must have NIMS 100, 200, 700, and 800 at a minimum.
- 7.3 All Volunteer Firefighters must receive annual Bloodborne pathogens training per department requirements.
- 7.4 All Volunteer Firefighters must have Hazardous Materials Responder – Level 1 (NFPA 472 and OSHA 29 CFR 1910.120)
- 7.5 Volunteer Fire Chief must have all of the above requirements and NC Chief 101.

8. STANDARDIZED RETIREMENT FUNDING

8.1 Effective July 1, 2009 (FY 10) all monies allocated in the Department's approved budget for retirement will be utilized only for retirement plan contributions in a United States Internal Revenue Service (IRS) qualified retirement plan.

8.2 Each department will submit a letter of certification to the Wake County Fire Services Office by their Plan's Administrator that any and all plans that the Department utilizes are IRS qualified. If changes are made to the terms of a plan, a letter confirming that the plan continues to be IRS qualified is necessary.

8.3 The Department's annual audit will include documentation of the approved funding amount for retirement plans and the amount of monies spent on qualifying retirement plan payments for the fiscal year.

9. LEAVE GUIDELINES

9. Departments agree to incorporate these leave guidelines into their existing guidelines for leave for continued participation in the compensation program.

9.1 Annual Leave

9.1.1 It shall be policy to grant paid annual leave as a privilege to employees.

9.1.2 Annual leave for probationary or regular full-time (40-hour week period or 56-hour week period) employees shall be computed at the following rates, and each department's leave guidelines will provide for accrual rates in an amount not to exceed:

40 Hour Work Week

56 Hour Work Week

	Months of Service	Hours Earned Annually	Days Earned Annually				Months of Service	Hours Earned Annually	Days Earned Annually
Vacation						Vacation			
	1 - 23	96	12				1 - 23	135	17
	24 - 59	112	14				24 - 59	157	20
	60 - 119	136	17				60 - 119	191	24
	120 - 179	160	20				120 - 179	225	28
	180 - 239	184	23				180 - 239	258	32
	240 +	208	26				240 +	292	36
Sick		96	12			Sick		135	17

Benefits eligible employees will accrue prorated annual leave in direct proportion to the regularly scheduled hours in their work period. Employees may be granted annual leave only as it is earned and at a time approved in advance by the appropriated department head.

9.1.3 Accumulation of Annual Leave

9.1.3.1 A full-time regular, probationary, or trainee employee who has worked or is in "pay status" at least one-half his normally scheduled working hours for the current pay period, will earn annual leave for that pay period. The annual accrual rate is based on the length of current and/or reinstated service.

9.1.3.2 "In pay status" means an employees' regular wages (including benefit leave pay) is greater than zero. All annual leave accruals must be exhausted prior to taking leave without pay.

9.1.4 Maximum Accumulated Annual Leave

9.1.4.1 Annual leave may be accumulated without any applicable maximum until approximately January 15th of each calendar year. However, if the employee separates from service, payment for accumulated annual leave shall not exceed 240 hours.

9.1.4.2 NOTE: An employee who, without good cause, fails to give two (2) weeks' written notice of resignation will forfeit lump sum annual leave payment.

9.1.4.3 Effective with the Fair Labor Standards cycle ending on or before January 15, any accrued annual leave in excess of 240 hours will be converted to sick leave. This converted leave may be used in the same manner as accrued sick leave.

9.1.5 Payment for Annual Leave Upon Separation

9.1.5.1 In case of death, the employee's estate will be paid accrued annual leave, not to exceed the maximum of 240 hours.

9.1.5.2 Upon separation from an agency / department, an employee may be paid in a lump sum for accumulated annual leave, not to exceed 240. Transfers of annual leave to other employers who will accept such transfers will be made at the employee's request. The employee will have the option of having his entire annual leave balance transferred to

his new employer (in accordance with the new employer's policy) or having his annual leave balance (up to a maximum of 240 hours) paid to him.

9.2 Sick Leave

- 9.2.1 Sick Leave is a privilege granted to probationary and regular employees and may be used in cases of personal illness, disability or related examination or treatment of an employee or his immediate family.
- 9.2.2 Accumulation of Sick Leave
- 9.2.3 On a 40 hour work week employees shall earn sick leave at a rate of 8 hours per calendar month or twelve (12) days per year. Employees on a 56 hour work week shall earn sick leave at a rate of 11.25 hours per month or (17) days per year. Temporary employees do not accrue sick leave.
- 9.2.4 Sick leave may be granted and taken to allow an employee to attend a family member's funeral or to tend to an ailing member of his immediate family. No employees may be granted sick leave in excess of the amount accumulated. Sick leave may be used only for illness, disability, medical treatment or examination of an employee or his child, spouse, or parent. Leave from work may be charged to sick leave if the absence is due to sickness, bodily injury, quarantine, required physical or dental examinations or treatments, or exposure to a contagious disease in which continued work might jeopardize the health of others.
- 9.2.5 Sick leave is not compensable in any terminal leave payments when an employee separates from employment. For those departments that are in the State Retirement System unused sick leave shall be counted in computing creditable service in accordance with the North Carolina Local Government Employees' Retirement Systems regulations with regard to sick leave credit.
- 9.2.6 Sick leave shall be cumulative with no maximum accumulation.

10. COMPENSATION DUE UPON TERMINATION OF EMPLOYMENT

10.1 Fire tax funds cannot be used to provide any type of compensation to any employee upon termination of employment by reason of dismissal, resignation or retirement that is not due to a Wake County employee in a similar circumstance.

11. EMPLOYMENT AGREEMENTS

11. Any employment agreement between a department's Board of Directors and any employee must be reviewed by the Wake County Fire Commission Staffing and Compensation Committee, Wake County Fire Commission, and Wake County Board of Commissioners.

11.1 Any existing employment agreement is a public record and must accompany the annual audit each year.

12. FAIR LABOR STANDARDS ACT (FLSA) 7K

12. Wake County Human Resources conducted a Wake County Fire Services Department & Fire Commission Labor Market Study and Fire Compensation Administrative Guidelines Review in January 2016 (see appendix E). FLSA 7K information can be obtained from this report.

Appendix A:
Position Titles and Hourly Rates / Salary Ranges

Twenty-Four (24) Hour Shift Full Time Employees

Pos	Position Title	Min	Mid	Max	Min	Mid	Max
FS 1	Firefighter 1	12.58	N/A	N/A	42,021		
FS 2	Firefighter 2	13.84	18.14	22.42	46,216	60,576	74,871
FS 3	Firefighter 3	15.27	16.02	19.61	51,015	65,755	80,469
FS 4	Driver/Operator	16.17	21.03	25.90	54,023	70,246	86,495
FS 5	Officer 1 (Company Officer)	17.61	22.73	27.84	58,824	75,919	92,990
FS 6	Officer 2 (Chief Officer)	62,908*	84,926*	106,944*			

* Annual salary shown for exempt employees

* Annual salaries indicated for hourly employees are estimated based on the employee working all hours and obtaining all scheduled structural overtime

Day Time (40 Hour) Full Time Employees

Pos	Position Title	Min	Mid	Max	Min	Mid	Max
FS 1	Firefighter 1	20.21	N/A	N/A			
FS 2	Firefighter 2	21.17	28.58	35.99	44,034	59,445	74,857
FS 3	Firefighter 3	22.76	30.72	38.69	47,336	63,904	80,471
FS 4	Driver/Operator	24.46	33.03	41.59	50,886	68,697	86,507
FS 5	Officer 1 (Company Officer)	26.30	35.50	44.71	54,703	73,849	92,995
FS 6	Officer 2 (Chief Officer)	62,908*	84,926*	106,944*			
FS 7	Executive Officer 1(Asst. Chief)	72,344*	97,665*	122,986*			
FS 8	Executive Officer 2 (Deputy Chief)	83,196*	112,315*	141,433*			
FS 9	Executive Officer 3(Fire Chief)	95,676*	129,162*	162,648*			
FS 10	Administrative Assistant	16.65	22.48	28.31			
FS 11	Administrative Assistant 2	20.19	27.26	34.33			
FS12	Department Business Officer	\$64,971*	\$87,712*	\$110,454*			

* Annual salary shown for exempt employees

Part Time (< 40 Hour) Employees

Grade/Code	Position Title	Minimum	Midpoint	Maximum
FS 1	Firefighter 1	20.21	N/A	N/A
FS 2	Firefighter 2	21.17	N/A	N/A
FS 3	Firefighter 3	22.76	N/A	N/A
FS 4	Driver/Operator	24.46	N/A	N/A
FS 5	Officer 1 (Company Officer)	26.30	N/A	N/A
FS 6	Officer 2 (Chief Officer)	30.24	N/A	N/A
FS 7	Executive Officer 1(Asst. Chief)	34.78	N/A	N/A
FS 8	Executive Officer 2 (Deputy Chief)	39.99	N/A	N/A
FS 9	Executive Officer 3(Fire Chief)	45.99	N/A	N/A
FS 10	Administrative Assistant	16.65	N/A	N/A
FS 11	Administrative Assistant 2	20.19	N/A	N/A

Appendix B:
Acceptable Forms of Documentation

For full-time and part-time existing and new employees, documentation from each of the following categories must be provided:

1. Certifications and Qualifications

Documentation: A copy of the state-issued certification, a state certification report/transcript, and/or copy of the class completion certificate for the certifications and qualifications listed in section 5 or 6 as applicable

2. Time in Position

Documentation: Departments record management system for personnel files.

Appendix C:
Position Classification Descriptions

This Appendix contains the formal position classification descriptions that correspond to the **twelve (12)** positions developed as part of the Fire Compensation revision.

These position classification descriptions are written around the minimum requirements for new hires and promotions of existing personnel. Please refer to Sections 5 and 6 of these Guidelines for qualification and experience requirements for existing firefighters and fire officers.

Firefighter 1

FLSA Status: Non-Exempt

Working Title – Probationary Firefighter

BRIEF DESCRIPTION:

The purpose of this position is to receive training to obtain the basic firefighting certification for becoming a Firefighter 2. Under close supervision, a firefighter 1 may provide rapid fire-suppression response to protect life and property by controlling and extinguishing fires. Persons in this position respond to emergencies and after-effects of other hazardous conditions. This position also maintains fire-fighting equipment, and provides interior and exterior building maintenance.

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	V	Under close supervision responds to fire and emergency calls by completing fire suppression activities for residential and commercial structures, vehicles, rubbish and grass areas, operating apparatus, removing hazards from emergency scenes, rescuing persons from fire and emergency scenes, utilizing fire extinguishing and extraction equipment to suppress fires and documenting actions when appropriate.
2	V	Under close supervision and if certified, provides basic emergency medical services by responding to emergency site, assessing the medical needs of patients, determining best immediate basic treatment, administering life support, utilizing trained medical skills, operating life-saving equipment, lifting and moving patients and extricating patients as necessary, assisting patients to emergency centers, completing medical reports, stocking medical supplies and documenting all services provided.
3	L	Receives training to certifications by participating in education related to medical, fire fighting, driving and computer skills and completing appropriate paperwork for training received.
4	M	Maintains fire-fighting equipment and fire station property by performing preventative maintenance on equipment and machinery, ensuring apparatus is operating properly and safely, determining if problematic or faulty parts exist, replacing faulty parts.

5	M	Maintains fire station property by performing interior and exterior building maintenance such as mowing lawn, assisting with fire station cleaning activities and documenting maintenance actions when appropriate.
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JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. GED or high school diploma required.
Experience	No experience required.
Certification and Other Requirements	None.
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.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy X
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.
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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	On ladders and in various hazardous environments
Sitting	O	Utilizing the computer for medical report writing
Walking	F	Around fire and emergency scenes
Lifting	F	Supplies, equipment and loading and unloading patients from ambulance
Carrying	F	Supplies, equipment and patients when necessary
Pushing/Pulling	F	Fire and emergency equipment
Reaching	F	For files, supplies and equipment
Handling	F	Medications, supplies, equipment and other materials
Fine Dexterity	F	For intravenous medical activities, operating equipment, writing and typing
Kneeling	F	During patient care activities and equipment operations
Crouching	F	Completing fire suppression and medical activities
Crawling	F	Completing fire suppression and equipment maintenance
Bending	F	Completing fire suppression and medical activities
Twisting	F	Completing fire suppression and medical activities
Climbing	O	Ladders during fire suppression activities
Balancing	F	On ladder and with fire hoses during fire suppression activities
Vision	C	During fire suppression and medical activities
Hearing	C	Responding to fire and emergency calls
Talking	C	Communicating with patients, firefighters and other City employees
Foot Controls	F	Operating apparatus
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Apparatus, tools, medical equipment, flashlights, fire hose, hammer, extinguisher, camera, generators, ladders, radio, oxygen, medication, saws, axes, printers, 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	D	Respiratory Hazards	D	Office Environment
Chemical Hazards	D	Extreme Temperatures	D	Warehouse
Electrical Hazards	D	Noise and Vibration	D	Shop
Fire Hazards	D	Wetness/Humidity	D	Vehicle
Explosives	D	Physical Hazards	D	Outdoors
Communicable Diseases	D			Other (see 2 below) X
Physical Danger or Abuse	D			
Other (see 1 below)				

(1) N/A

(2) Outdoors and Fire Station

PROTECTIVE EQUIPMENT REQUIRED:

Bunker gear, helmets, self-contained breathing apparatus, bio hazard protection, gloves, fire boots, ladder belt, safety glasses and hearing protection

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	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	F

(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.

Firefighter 2 (FS 2)

FLSA Status: Non-Exempt

Working Title - Firefighter

BRIEF DESCRIPTION:

The purpose of this position is to provide rapid fire-suppression response to protect life and property by controlling and extinguishing fires. Persons in this position also respond to medical emergencies and after-effects of other hazardous conditions. This position also maintains firefighting equipment and provides training to the general public on fire prevention awareness and first aid.

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	L	M	H	V
Sedentary	Light	Medium	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.
#	Code	Essential Functions		
1	V	Responds to fire and emergency calls by completing fire suppression activities for residential and commercial structures, vehicles, rubbish and grass areas, operating apparatus, removing hazards from emergency scenes, rescuing persons from fire and emergency scenes, utilizing fire extinguishing and extraction equipment to suppress fires and documenting actions when appropriate.		
2	V	Provides basic emergency medical services by responding to emergency site, assessing the medical needs of patients, determining best immediate basic treatment, administering life support, utilizing trained medical skills, operating life-saving equipment, lifting and moving patients and extricating patients as necessary, assisting patients to emergency centers, completing medical reports, stocking medical supplies and documenting all services provided.		
3	M	Maintains fire-fighting equipment and fire station property by performing preventative maintenance on equipment and machinery, ensuring apparatus is operating properly and safely, determining if problematic or faulty parts exist, replacing faulty parts.		
4	M	Educates the community about fire safety by responding to citizen inquiries and questions on fire safety, presenting fire safety tips to local schools and businesses, demonstrating appropriate personal actions during fires or emergencies, illustrating proper fire extinguisher use and first aid procedures and assisting with public tours of the fire station when necessary.		
5	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.		

6	M	Maintains fire station property by performing interior and exterior building maintenance such as mowing lawn, assisting with fire station cleaning activities and documenting maintenance actions when appropriate.
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JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	None required.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B.
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.

OVERALL PHYSICAL S TRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy X
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.
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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	On ladders and in various hazardous environments
Sitting	O	Utilizing the computer for medical report writing
Walking	F	Around fire and emergency scenes
Lifting	F	Supplies, equipment and loading and unloading patients from ambulance
Carrying	F	Supplies, equipment and patients when necessary
Pushing/Pulling	F	Fire and emergency equipment
Reaching	F	For files, supplies and equipment
Handling	F	Medications, supplies, equipment and other materials
Fine Dexterity	F	For intravenous medical activities, operating equipment, writing and typing
Kneeling	F	During patient care activities and equipment operations
Crouching	F	Completing fire suppression and medical activities
Crawling	F	Completing fire suppression and equipment maintenance
Bending	F	Completing fire suppression and medical activities
Twisting	F	Completing fire suppression and medical activities
Climbing	O	Ladders during fire suppression activities
Balancing	F	On ladder and with fire hoses during fire suppression activities
Vision	C	During fire suppression and medical activities
Hearing	C	Responding to fire and emergency calls
Talking	C	Communicating with patients, firefighters and other City employees
Foot Controls	F	Operating apparatus
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Apparatus, tools, medical equipment, flashlights, fire hose, hammer, extinguisher, camera, generators, ladders, radio, oxygen, medication, saws, axes, printers, 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	D	Respiratory Hazards	D	Office Environment
Chemical Hazards	D	Extreme Temperatures	D	Warehouse
Electrical Hazards	D	Noise and Vibration	D	Shop
Fire Hazards	D	Wetness/Humidity	D	Vehicle
Explosives	D	Physical Hazards	D	Outdoors
Communicable Diseases	D			Other (see 2 below) X
Physical Danger or Abuse	D			
Other (see 1 below)	D			

(1) N/A

(2) Outdoors and Fire Station

PROTECTIVE EQUIPMENT REQUIRED:

Bunker gear, helmets, self-contained breathing apparatus, bio-hazard protection, gloves, fire boots, ladder belt, safety glasses and hearing protection

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	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	F

(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.

Firefighter 3 (FS 3)

FLSA Status: Non-Exempt

Working Titles – Sr. Firefighter, Master Firefighter, 1st Class Firefighter

BRIEF DESCRIPTION:

The purpose of this position is to provide rapid fire suppression response to protect life and property by controlling and extinguishing fires. Persons in this position fill-in to drive fire apparatus in the absence of a Driver/Operator to fires, medical emergencies and after-effects of other hazardous conditions. This position also maintains firefighting equipment as well as provides training to the general public on fire prevention awareness and first aid.

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	V	<p>Responds to fire and emergency calls by completing fire suppression activities for residential and commercial structures, vehicles, rubbish and grass areas, operating apparatus, removing hazards from emergency scenes, rescuing persons from fire and emergency scenes, utilizing fire extinguishing and extraction equipment to suppress fires and documenting actions when appropriate.</p> <p>Fills in to drive 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. Operates fire pumps on apparatus in a proper manner, by calculating fire flows, determining hose line layout, and regulating water pressure to maintain correct and constant pressure or charge of hose.</p>
2	V	<p>Provides basic emergency medical services by responding to emergency site, assessing the medical needs of patients, determining best immediate basic treatment, administering life support, utilizing trained medical skills, operating life-saving equipment, lifting and moving patients and extricating patients as necessary, assisting patients to emergency centers, completing medical reports,</p>

		stocking medical supplies and documenting all services provided.
3	V	Rescues persons from fire and emergency scenes, utilizing fire apparatus extinguishing equipment to suppress fires, and documenting actions when appropriate.
4	M	Maintains and operates fire apparatus by ensuring fire equipment is response ready and operating properly, performing minor repairs, driving engine or aerial truck in various environmental conditions and traffic situations and operating fire pumps, aerial equipment and small motor equipment.

5	M	Provides fire and emergency basic medical services by operating fire suppression equipment, providing and assisting with basic medical treatment, lifting and moving patients and extricating patients as necessary.
6	L	Educates the community about fire safety by responding to citizen inquiries and questions on fire safety, presenting fire safety tips to local schools and businesses, demonstrating appropriate personal actions during fires or emergencies, illustrating proper fire extinguisher use and first aid procedures and assisting with public tours of the fire station when necessary.
7	L	Maintains current driving, 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 necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	Two years of fire service experience, Two years as a Certified Firefighter.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B. <u>NFPA 1002 Certifications</u> Emergency Vehicle Driver, D/O Pumps Intro/Basic Ops, and D/O Pump Hydr/Water Supply
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.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy X
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.
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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	On ladders and in various hazardous environments
Sitting	O	Utilizing the computer for medical report writing
Walking	F	Around fire and emergency scenes
Lifting	F	Supplies, equipment and loading and unloading patients from ambulance
Carrying	F	Supplies, equipment and patients when necessary
Pushing/Pulling	F	Fire and emergency equipment
Reaching	F	For files, supplies and equipment
Handling	F	Medications, supplies, equipment and other materials
Fine Dexterity	F	For intravenous medical activities, operating equipment, writing and typing
Kneeling	F	During patient care activities and equipment operations
Crouching	F	Completing fire suppression and medical activities
Crawling	F	Completing fire suppression and equipment maintenance
Bending	F	Completing fire suppression and medical activities
Twisting	F	Completing fire suppression and medical activities
Climbing	O	Ladders during fire suppression activities
Balancing	F	On ladder and with fire hoses during fire suppression activities
Vision	C	During fire suppression and medical activities
Hearing	C	Responding to fire and emergency calls
Talking	C	Communicating with patients, firefighters and other City employees
Foot Controls	F	Operating apparatus
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Bunker gear, helmets, self-contained breathing apparatus, bio-hazard protection, gloves, fire boots, ladder belt, safety glasses and hearing protection

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

(1) N/A

(2) Outdoors and Fire Station

PROTECTIVE EQUIPMENT REQUIRED:

Apparatus, tools, medical equipment, flashlights, fire hose, hammer, extinguisher, camera, generators, ladders, radio, oxygen, medication, saws, axes, printers, computer and related software

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	C
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	F

(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.

Driver/Operator (FS 4)

FLSA Status: Non-Exempt

Working Titles – Engineer, Lieutenant, Driver

BRIEF DESCRIPTION:

The purpose of this position is to provide rapid fire suppression response to protect life and property by controlling and extinguishing fires. Persons in this position drive fire apparatus to fire and emergency scenes and respond to medical emergencies and after-effects of other hazardous conditions and also may fill in as the company officer when needed. This position also maintains firefighting equipment as well as provides training to the general public on fire prevention awareness and first aid.

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	V	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.
2	V	Operates fire pumps on apparatus in a proper manner, by calculating fire flows, determining hose line layout, and regulating water pressure to maintain correct and constant pressure or charge of hose.
3	V	Rescues persons from fire and emergency scenes, utilizing fire apparatus extinguishing equipment to suppress fires, and documenting actions when appropriate.
4	L	When filling in as a company officer - directs, schedules and manages work assignments of various shifts of career and volunteer employees. Provides administrative and training support to fire station personnel on firefighting activities and station operating procedures. Provides direction to career and voluntary firefighting personnel in the station.
5	M	Maintains and operates fire apparatus by ensuring fire equipment is response ready and operating properly, performing minor repairs, driving engine or aerial truck in various environmental conditions and traffic situations and operating fire pumps, aerial equipment and small motor equipment.

6	M	Provides fire and emergency basic medical services by operating fire suppression equipment, providing and assisting with basic medical treatment, lifting and moving patients and extricating patients as necessary.
7	L	Educates the community about fire safety by responding to citizen inquiries and questions on fire safety, presenting fire safety tips to local schools and businesses, demonstrating appropriate personal actions during fires or emergencies, illustrating proper fire extinguisher use and first aid procedures and assisting with public tours of the fire station when necessary.
8	L	Maintains current driving, medical and firefighting certifications by participating in continuing education related to medical, firefighting, driving and computer skills and completing appropriate paperwork for training received.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	Three years of fire service experience.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B. <u>NFPA 1002 Certifications</u> Emergency Vehicle Driver Driver Operator-Pumps Driver Operator-Aerial (If department has an aerial device)
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.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy X
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.
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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	On ladders and in various hazardous environments
Sitting	O	Utilizing the computer for medical report writing
Walking	F	Around fire and emergency scenes
Lifting	F	Supplies, equipment and loading and unloading patients from ambulance
Carrying	F	Supplies, equipment and patients when necessary
Pushing/Pulling	F	Fire and emergency equipment
Reaching	F	For files, supplies and equipment
Handling	F	Medications, supplies, equipment and other materials
Fine Dexterity	F	For intravenous medical activities, operating equipment, writing and typing
Kneeling	F	During patient care activities and equipment operations
Crouching	F	Completing fire suppression and medical activities
Crawling	F	Completing fire suppression and equipment maintenance
Bending	F	Completing fire suppression and medical activities
Twisting	F	Completing fire suppression and medical activities
Climbing	O	Ladders during fire suppression activities
Balancing	F	On ladder and with fire hoses during fire suppression activities
Vision	C	During fire suppression and medical activities
Hearing	C	Responding to fire and emergency calls
Talking	C	Communicating with patients, firefighters and other City employees
Foot Controls	F	Operating apparatus
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Bunker gear, helmets, self-contained breathing apparatus, bio-hazard protection, gloves, fire boots, ladder belt, safety glasses and hearing protection

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

(1) N/A

(2) Outdoors and Fire Station

PROTECTIVE EQUIPMENT REQUIRED:

Apparatus, tools, medical equipment, flashlights, fire hose, hammer, extinguisher, camera, generators, ladders, radio, oxygen, medication, saws, axes, printers, computer and related software

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	C
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	F

(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.

Officer 1 (FS 5)

FLSA Status: Non-Exempt

Working Title – Captain

BRIEF DESCRIPTION:

The purpose of this position is to provide rapid fire-suppression response to protect life and property by controlling and extinguishing fires. This position supervises and provides necessary administrative personnel support to Fire Station staff; assists in developing operational guidelines and procedures; maintains firefighting equipment; provides training to the general public on fire prevention awareness; and responds to medical emergencies and after-effects of other hazardous conditions. Persons in this position perform difficult protective service directing and supervising a fire company. Work is performed under regular supervision. Supervision is exercised over a fire company or fire station on an assigned shift.

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	Directs, schedules and manages work assignments of various shifts of career and volunteer employees. Provides administrative and training support to fire station personnel on firefighting activities and station operating procedures. Provides direction to career and voluntary firefighting personnel in the station.
2	V	Responds to fire and emergency calls by providing incident command support, and emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas. May operate apparatus as required and in accordance to essential functions set forth as a Fire Fighter Driver Operator by removing hazards from emergency scenes, rescuing persons from fire and emergency scenes, utilizing fire extinguishing and extraction equipment to suppress fires and documenting actions when appropriate.

3	L	Supervises and conducts hydrant testing, hose testing, apparatus and pump testing. Supervises maintenance and testing of apparatus and equipment. Keeps records and makes operational and personnel reports. Evaluates work of subordinates.
4	V	Provides basic emergency medical services by responding to emergency site, assessing the medical needs of patients, determining best immediate basic treatment, administering life support, utilizing trained medical skills, operating life-saving equipment, lifting and moving patients and extricating patients as necessary, assisting patients to emergency centers, completing medical reports, stocking medical supplies and documenting all services provided.
5	M	Educates the community about fire safety by responding to citizen inquiries and questions on fire safety, presenting fire safety tips to local schools and businesses, demonstrating appropriate personal actions during fires or emergencies, illustrating proper fire extinguisher use and first aid procedures and assisting with public tours of the fire station when necessary.
6	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.
7	M	Maintains fire station property by performing interior and exterior building maintenance such as mowing lawn, assisting with fire station cleaning activities and documenting maintenance actions when appropriate.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	Four years of fire service, one as a Driver/Operator.
Certification and Other Requirements	<p>Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B.</p> <p><u>NFPA 1002 Certifications</u> Emergency Vehicle Driver Driver Operator-Pumps Driver Operator-Aerial (If department has an aerial device)</p> <p><u>NFPA 1021 Certifications</u> Fire Officer 1</p>
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.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	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.
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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	During fire suppression and medical calls
Sitting	O	Completing paperwork and other deskwork
Walking	F	Completing fire suppression and medical activities
Lifting	F	Supplies, equipment and other materials
Carrying	F	Supplies, equipment and other materials
Pushing/Pulling	F	Completing fire suppression and medical activities
Reaching	F	For tools, equipment, supplies and other materials
Handling	F	Medications, tools, supplies and other materials
Fine Dexterity	F	Utilizing computer, writing reports, and operating equipment
Kneeling	O	Providing patient care
Crouching	O	Providing patient care
Crawling	O	Completing fire suppression activities
Bending	F	During fire suppression and medical activities
Twisting	F	During fire suppression and medical activities
Climbing	O	On ladders during fire suppression and training
Balancing	O	On ladders during fire suppression and training
Vision	C	Completing fire suppression and patient care
Hearing	C	Listening for emergency calls and communicating with others
Talking	C	Communicating with others
Foot Controls	O	Driving apparatus
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Heavy and specialized rescue and hand tools, hydraulic and manual ladders, fire apparatus, rescue saws, nozzles, power saws, telephone, cell phone, printer, copy and fax machines, 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	D	Respiratory Hazards	D	Office Environment
Chemical Hazards	D	Extreme Temperatures	D	Warehouse
Electrical Hazards	D	Noise and Vibration	D	Shop
Fire Hazards	D	Wetness/Humidity	D	Vehicle
Explosives	D	Physical Hazards	D	Outdoors
Communicable Diseases	D			Other (see 2 below) X
Physical Danger or Abuse	D			
Other (see 1 below)				

(1) N/A

(2) Fire Station and Outdoors

PROTECTIVE EQUIPMENT REQUIRED:

Self-contained breathing apparatus, bunker gear, helmet, eye protection, boots, gloves, and biohazard protection

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	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(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.

Officer 2 (FS 6)

FLSA Status: Exempt

Working Titles – District Chief, Division Chief, Battalion Chief

BRIEF DESCRIPTION:

The purpose of this position is to protect the lives and property of the County by supervising and directing companies/stations. This is accomplished assisting the Chief positions by managing and supervising career and volunteer personnel at multiple stations. Persons in this position perform incident command functions and oversee operation of fire safety, fire suppression, fire prevention and other fire service programs.

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). Manages fire equipment and physical resources maintenance programs for (multiple) station(s) structures and grounds.
2	L	Responds to fire and emergency calls by providing incident command support, and emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas. Completes incident reports as required.
3	L	Supervises and reviews job performance evaluations for all personnel within district.
4.	L	Monitors training reports, leave usage, holiday and vacation status of assigned staff. Prepares schedules and maintains records for assigned personnel and other reports as required.
5	L	Provides Department representation to regional, and County Department, Fire Commission, and County Commission. Coordinates Department activities with Regional and County Departments.
6.	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	Seven years of fire service experience, 2 as an officer 1.
Certification and Other Requirements	<p>Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B.</p> <p><u>NFPA 1002 Certifications</u> Emergency Vehicle Driver Driver Operator-Pumps Driver Operator-Aerial (If department has an aerial device)</p> <p><u>NFPA 1021 Certifications</u> Fire Officer 2</p>
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.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	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.
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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.

Executive Officer 1 (FS 7)

FLSA Status: Exempt

Working Title – Assistant Chief

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 programs. This position is responsible for performing executive level activities by planning, organizing, and directing the functions of the fire department. The Assistant Chief is the first level in a three level executive management series. The Assistant Chief is distinguished from the Deputy Fire Chief, which has responsibility for assisting the Fire Chief in organizing and directing the operation of the fire department. Persons in this position oversee administration tasks and different divisions within the department which can include training, budget, logistics, safety, etc. This position can respond to incidents providing incident command or other command staff functions.

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	Assists the Fire Chief in managing 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.

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, firefighting, 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 or equivalent education and experience. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. High school diploma or GED required.
Experience	Eight years of fire service experience, with two years as a supervisor.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy.
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.
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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.

Executive Officer 2 (FS 8)

FLSA Status: Exempt

Working Title – Deputy Chief

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 programs. This position is responsible for performing executive level activities by assisting the Fire Chief in planning, organizing, and directing the operation of the fire department and to act in the absence of the Fire Chief. The Deputy Fire Chief is the second level in a three level executive management series. The Deputy Fire Chief is distinguished from the Fire Chief, which has responsibility for organizing and directing the entire fire department. The Deputy Fire Chief is distinguished from the Assistant Chiefs, by its responsibility for assisting the Fire Chief in organizing and directing the operation of the fire department. This position can respond to incidents providing incident command or other command staff functions.

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	Assists the Fire Chief in managing 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.

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, firefighting, 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 four-year bachelor's degree or equivalent education and experience. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. High school diploma or GED required.
Experience	Nine years of fire service experience, with three years as a supervisor.
Certification and Other Requirements	NC Firefighter Level I and II Certification, NC Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy.
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.
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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.

Executive Officer 3 (FS 9)

FLSA Status: Exempt

Working Title – Fire Chief

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. This position is responsible for performing executive level activities by planning, organizing, and directing the fire department. The Fire Chief is the third level in a three level executive management series. This position oversees all operations of the fire department to include strategic planning and budgetary needs.

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 four-year bachelor's degree or equivalent education and experience. 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 four as a supervisor.
Certification and Other Requirements	NC Firefighter Level I and II Certification, NC Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy, NC Chief 101.
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.
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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.

Admin. Asst. 1 (FS 10)

FLSA Status: Non-Exempt

Working Titles – Administrative Assistant, Secretary, etc.

BRIEF DESCRIPTION:

The purpose of this position is to provide the Fire Chief with administrative support. This is accomplished by completing routine administrative tasks, answering phones, and ordering supplies; entering fire reports into the computer. The position maintains payroll information such as hours worked, and assists in the budget process. Other duties include setting up and maintaining employee personnel records; assisting with new employee orientation.

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	S	Assists the Fire Chief by completing routine administrative tasks such as daily, answering phones, and ordering supplies, entering fire reports into the computer.
2	S	Perform accounting functions by maintaining payroll information such as hours worked, vacation, and sick time accruals; prepares payroll checks, completing accounts payable, and assists in the budget process.
3	S	Provides personnel support by setting up and maintaining employee records such as health, life, and pension; and assisting with new hire information and orientation.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	One year or equivalent.
Certification and Other Requirements	Valid NC Drivers License.
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.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary <u>X</u>	Light	Medium	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.
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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	O	Interacting with vendors, citizens
Sitting	F	At desk, work station
Walking	O	Within and between work areas
Lifting	O	Boxes of supplies
Carrying	O	Equipment and supplies
Pushing/Pulling	R	Boxes of supplies
Reaching	O	For items on desk
Handling	F	Paperwork and reports
Fine Dexterity	F	For computer use
Kneeling	R	To retrieve files on low shelf
Crouching	R	To retrieve files on low shelf
Crawling	N	
Bending	R	To retrieve files on low shelf
Twisting	R	To reach for items on desk
Climbing	N	
Balancing	N	
Vision	C	For reading computer and reports
Hearing	C	When communicating on telephone
Talking	C	When communicating on telephone
Foot Controls	R	When using the Dictaphone
Other (Specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Office equipment, Fax, Copier, Binding machine, Radios, Stamp machine, Adding machine, Shredder, Dictaphone, Typewriter, 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	N	Respiratory Hazards	N	Office Environment X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse
Electrical Hazards	N	Noise and Vibration	N	Shop
Fire Hazards	N	Wetness/Humidity	N	Vehicle
Explosives	N	Physical Hazards	N	Outdoors
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)	N			

- (1) N
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

N/A

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

- (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.

Admin. Asst. 2 (FS 11)

FLSA Status: Non-Exempt

Working Titles – Executive Assistant, Officer Manager, HR Manager, etc.

BRIEF DESCRIPTION:

The purpose of this position is to manage administrative functions of the Fire Department. These functions include monitoring of the following activities: the daily procedures for the budget and accounting activities; the maintenance and recording of various reports. This is accomplished by coordinating all administrative activities for the chief officers and the Board of Directors.

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	S	Performs accounting functions by overseeing audits; completing payroll and account payable; managing petty cash; overseeing deposits and accounts receivable; and completing bookkeeping tasks.
2	S	Provides office management by overseeing maintenance contracts; ensuring proper maintenance of office equipment; purchasing supplies and equipment; completing schedules; and mailing and shipping correspondences.
3	S	Completes the budget by preparing and managing budget in conjunction with the Treasurer and Budget Holders; preparing and submitting yearly request to the County; and reporting the budget to the necessary authorities.
4	S	Provides administrative support by scheduling paid and volunteer firefighters; completing correspondences; answering telephones; and completing word processing.
5	S	Oversees paging system by purchasing new equipment; ensuring maintenance of current equipment; maintaining software and database; and scheduling daily and monthly pagers.
6	S	Maintains information, records management, and reporting by completing training records; providing member information; filing paperwork; retaining all paperwork that is required by law; and completing the map book.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	Two years.
Certification and Other Requirements	Valid NC Drivers License.
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.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary <u>X</u>	Light	Medium	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.
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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	O	Interacting with vendors, citizens
Sitting	F	At desk, work station
Walking	O	Within and between departments
Lifting	O	Boxes of supplies
Carrying	O	Equipment and supplies
Pushing/Pulling	R	Boxes of supplies
Reaching	O	For items on desk
Handling	F	Paperwork and reports
Fine Dexterity	F	For computer use
Kneeling	R	To retrieve files on low shelf
Crouching	R	To retrieve files on low shelf
Crawling	N	
Bending	R	To retrieve files on low shelf
Twisting	R	To reach for items on desk
Climbing	N	
Balancing	N	
Vision	C	For reading computer and reports
Hearing	C	When communicating on telephone
Talking	C	When communicating on telephone
Foot Controls	R	When using the Dictaphone
Other (Specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy and fax machines, telephone system, paper cutter, paper shredder, laminator, typewriter, calculator, adding machine, 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	N	Respiratory Hazards	N	Office Environment X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse
Electrical Hazards	N	Noise and Vibration	N	Shop
Fire Hazards	N	Wetness/Humidity	N	Vehicle
Explosives	N	Physical Hazards	N	Outdoors
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)	N			

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED: NONE

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

(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.

Appendix D:
Wake County Fire Compensation Administrative Guidelines Agreement

We have reviewed “Wake County Fire Compensation Administrative Guidelines,” as adopted by the Wake County Board of Commissioners on October 20, 2003, and, in exchange for Wake County’s implementation and maintenance of this compensation plan, we agree to adopt and operate our department’s pay system by the terms of “Wake County Fire Compensation Administrative Guidelines” as adopted by the Wake County Board of Commissioners on October 20, 2003.

Fire Chief

President/Chair, Board of
Directors

Date

Date

Wake County Fire Compensation Guidelines

Addendum 1

Salary & Compensation Guide for New Hires

Purpose: This addendum was developed to provide guidance and boundaries in regard to compensation for new hires within the Wake County Fire Tax District not for profit departments.

Salary Administration: Department Board of Directors and Fire Chiefs are accountable for making, justifying and documenting fair, consistent, non-discriminatory, and fiscally responsible salary recommendations for new hires. The Department Board of Directors and Fire Chiefs are also ultimately accountable for making compensation decisions for new hires that can be accommodated within the department's salary & benefit portion of their current budget.

When recommending a new hire salary, the following pay factors should be considered.

- **Internal Equity** – The consistent placement of salaries among employees in positions of the same job title with similar education, years of experience, complexity of role and required competencies
- **Funding Availability** – The amount of funding (budget in salary & benefits) that a department has available when making salary offer decisions.
- **Job Requirements/Experience/Education** – The posted job requirements and additional years of education/experience the candidate has provided in relation to the provided guidance in this document.
- **Market Range** – Any proposed salary above mid-point based on all guidance will require pre-approvals by Wake County Fire Services and the Budget Committee.

General Permissible Guidelines

For each year of full-time firefighter experience above what is required for employment not to exceed 15 years or 15%	+ 1%
2 Year College Degree in Business or Public Safety related field from an appropriately accredited institution	+ 5%
4 Year College Degree in Business or Public Safety related field from an appropriately accredited institution	+ 10%

The education must be verified by way of an official transcript or National Student Clearinghouse.

Example – New Firefighter applies for open FS2 shift position. (\$11.53 is starting hourly rate) Firefighter has 5 years’ experience and a 2 year degree;

Starting Salary \$11.53

Add 5% for 2 yr. degree \$.58

Add 5% for 5 years exp. \$.58

Salary offer \$12.69

Same principles would apply for all positions.

Please consider compression within your organization when utilizing Permissible Guidelines. Wake County is not responsible for the correction of internal equity and compression within your organization.

November 19, 2020

Twenty-Four (24) Hour Shift Full Time Employees

Pos	Position Title	Min	Mid	Max	Min	Mid	Max
FS 1	Firefighter 1	12.58	N/A	N/A	42,021		
FS 2	Firefighter 2	13.84	18.14	22.42	46,216	60,576	74,871
FS 3	Firefighter 3	15.27	16.02	19.61	51,015	65,755	80,469
FS 4	Driver/Operator	16.17	21.03	25.90	54,023	70,246	86,495
FS 5	Officer 1 (Company Officer)	17.61	22.73	27.84	58,824	75,919	92,990
FS 6	Officer 2 (Chief Officer)	62,908*	84,926*	106,944*			

* Annual salary shown for exempt employees

* Annual salaries indicated for hourly employees are estimated based on the employee working all hours and obtaining all scheduled structural overtime

Day Time (40 Hour) Full Time Employees

Pos	Position Title	Min	Mid	Max	Min	Mid	Max
FS 1	Firefighter 1	20.21	N/A	N/A			
FS 2	Firefighter 2	21.17	28.58	35.99	44,034	59,445	74,857
FS 3	Firefighter 3	22.76	30.72	38.69	47,336	63,904	80,471
FS 4	Driver/Operator	24.46	33.03	41.59	50,886	68,697	86,507
FS 5	Officer 1 (Company Officer)	26.30	35.50	44.71	54,703	73,849	92,995
FS 6	Officer 2 (Chief Officer)	62,908*	84,926*	106,944*			
FS 7	Executive Officer 1(Asst. Chief)	72,344*	97,665*	122,986*			
FS 8	Executive Officer 2 (Deputy Chief)	83,196*	112,315*	141,433*			
FS 9	Executive Officer 3(Fire Chief)	95,676*	129,162*	162,648*			
FS 10	Administrative Assistant	16.65	22.48	28.31			
FS 11	Administrative Assistant 2	20.19	27.26	34.33			
FS 12	Department Business Officer	\$64,971*	\$87,712*	\$110,454*			

* Annual salary shown for exempt employees

Part Time (< 40 Hour) Employees

Grade/Code	Position Title	Minimum	Midpoint	Maximum
FS 1	Firefighter 1	20.21	N/A	N/A
FS 2	Firefighter 2	21.17	N/A	N/A
FS 3	Firefighter 3	22.76	N/A	N/A
FS 4	Driver/Operator	24.46	N/A	N/A
FS 5	Officer 1 (Company Officer)	26.30	N/A	N/A
FS 6	Officer 2 (Chief Officer)	30.24	N/A	N/A
FS 7	Executive Officer 1(Asst. Chief)	34.78	N/A	N/A
FS 8	Executive Officer 2 (Deputy Chief)	39.99	N/A	N/A
FS 9	Executive Officer 3(Fire Chief)	45.99	N/A	N/A
FS 10	Administrative Assistant	16.65	N/A	N/A
FS 11	Administrative Assistant 2	20.19	N/A	N/A

Item Title:

The Fire Commission recommends supporting the changes to the Morrisville Rural and Hipex fire insurance districts.

Specific Action Requested:

Fire Commission recommends change to the Morrisville Rural and Hipex fire insurance districts as reflected on the attached map.

Item Summary:

Based on Morrisville Station 3 relocating to 1021 Haris Mill Rd (effective 9/1/23) and Apex Station 6 opening at 1201 Wimberly Rd (expected early November), a response analysis was conducted. Based on that analysis, it was determined that 191 parcels should be reassigned from the Morrisville Rural district to the Hipex district to minimize response times.

The affected parcels will go from ISO 1 to ISO 2 which will have a minimal, if any, impact on insurance premiums. All parcels remain within five miles of the nearest fire station. Due to the closest unit response policy/practice of the Cary-Apex-Morrisville (CAM) alliance, the area will continue to be served by the closest available units of all three agencies.

Attachments:

Updated ISO map for the affected parcels showing:

- Morrisville Rural parcels in blue
- Hipex (Apex Rural) parcels in red
- Parcels moving from Morrisville Rural to Hipex in green