



Wake County Fire Compensation Administrative Guidelines

Effective July 1, 2003

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INTRODUCTION

These guidelines were assembled by a study team of Wake County Fire Commission members and Wake County Department of Public Safety staff. The Wake County Fire Commission approved these guidelines for the following fourteen private, non-profit fire departments operating in Wake County and receiving revenue from the Wake County fire tax:

Bay Leaf Fire Department	Rolesville Fire Department
Durham Highway Fire Department	Stony Hill Fire Department
Fairview Fire Department	Swift Creek Fire Department
Falls Fire Department	Wake Forest Fire Department
Garner Fire Department	Wake-New Hope Fire Department
Hopkins Fire Department	Wendell Fire Department
Eastern Wake Fire Department	Western Wake Fire/Rescue Department

The premise of the Waters' Consulting study, performed from November 2002 – April 2003, was to build a salary structure reflective of current market pay and to calculate the cost of applying that structure to current pay. The following guidelines lay out the agreed upon principles of the compensation system.

1. GUIDELINES FOR EMPLOYEES HIRED PRIOR TO ADOPTION

- 1.1 All full-time and part-time employees are eligible for a pay adjustment over a three-year period beginning July 1, 2003. One-third of the adjustment will be added to the employees' salary each year. The total of these adjustments will not exceed midpoint of the employee's salary range.
- 1.2 Employee salaries will be adjusted based on salary and years of service in their current position as of July 1, 2003.
- 1.3 Fire departments must provide documentation of position/job title, current salary, and length of time in position to the person(s) designated by the Fire Compensation study team. Acceptable forms of documentation are listed in Appendix B.
- 1.4 Documentation for all employees of participating departments must be provided on or before December 1, 2003 to be eligible for an allocation of adjustment monies for year one and subsequent years of the implementation cycle.
- 1.5 Upon verification of employment and salary as described in 1.3 above, full-time and part-time employees eligible for a pay adjustment will receive that adjustment for FY 2004, retroactive to July 1, 2003, and through fiscal years 2005 and 2006, regardless of whether or not they meet the qualifications set forth in Section 5.**
- 1.6 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.
- 1.7 Calculation of the adjustment is included as Appendices C and D.

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

- 2.1 New employees must be hired in at not less than the minimum salary indicated for their range.
- 2.2 New employees shall be credited for time in position at a compounded rate of 3.75% times the minimum of the salary range per year of uninterrupted service (see Appendix E).
- 2.3 Any new positions or changes in position titles, except promotions to fill budgeted vacancies, must be approved through the County budget process to receive funding.
- 2.4 Documentation of time in position must be provided within 30 days after hire date for an employee hired in above the minimum of the range (see # 2, above).
- 2.5 Departments will hire or promote only those applicants who meet the qualifications listed in the job classification, including certifications.

3. GENERAL COMPENSATION GUIDELINES

3.1 In order to participate in this compensation program, the fire department must agree to adopt these Guidelines and all Appendices.

3.2 A part time employee:

- Works less than 30 hours per week on average
- Is compensated at an hourly rate
- Is subject to withholding and taxes on an hourly basis
- Accounts for his or her hours worked

3.2.1 A part-time fire chief:

- Is compensated annually a minimum of \$12,001 and up to a maximum amount equal to the amount for 30 hours per week annually (based on the individual's length of service and current pay ranges).
- Accounts for hours worked.

3.3 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 his or her hours worked
- Is eligible for leave
- Is eligible for medical and other benefits if offered

3.3.1 A full-time fire chief:

- Averages more than 30 hours per week annually.
- Position must be approved by the Budget Committee.
- Accounts for hours worked.

3.4 A volunteer fire chief:

- Is compensated up to a maximum of \$12,000 annually
- Does not account for hours worked

3.5 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.

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

3.6.1 The maximum annual stipend for Assistant or Deputy Chief Officers is \$6000 annually.

3.6.2 All other volunteer line officers shall not receive a stipend for non-response duties.

3.7 Annual merit increases are separate from this compensation adjustment, and must be neither more nor less than adopted in the Wake County budget ordinance (4% for FY 2004). This adjustment exists only to correct for historical below-market rate salaries.

3.8 Effective July 1, 2003, no employee's base salary may be raised beyond the maximum of the designated range.

3.9 Department audits must include a budget-to-actual analysis of all expenditures, including verification of part-time and full-time salaries.

3.10 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 "passes" the employee.

3.11 Salaries that do not comply with these Guidelines will not be funded in a department's budget.

4. COMPENSATION SYSTEM MAINTAINANCE

- 4.1 In July of every third year (2005, 2008, 2011, etc.), the Fire Commission will direct the Compensation and Benefits Subcommittee to provide for a market data survey. This involves using the market survey methodology provided by Waters Consulting. (Note: Wake County Human Resources will begin market surveys on all county positions every three years beginning in 2003.)
- 4.2 By the January meeting of the Fire Commission in the succeeding years (2006, 2009, 2012), the subcommittee will report back the findings. The Fire Commission will use that information to develop salary recommendations for the Budget Director and County Manager.

5. CERTIFICATION AND EXPERIENCE REQUIREMENTS FOR INCUMBENT EMPLOYEES

5.1 Existing incumbent career employees, as of the adoption of the guidelines, must meet these certification and qualification requirements on or before June 30, 2006.

Position	Certification and Qualification Requirements for Incumbent Employees
Probationary Firefighter	<ul style="list-style-type: none"> • None
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
Driver/Operator	<ul style="list-style-type: none"> • All above • NC Emergency Vehicle Driver (NFPA 1002) • Completion of NC Department of Insurance Basic Pump Operation Course
Lieutenant	<ul style="list-style-type: none"> • All above • 3 years of service
Captain	<ul style="list-style-type: none"> • Successful completion of 80 hours of classroom instruction based on Fire Officer I classroom curriculum. • Successful completion of a 16 hour Instructional Techniques for Company Officers course.
District Chief	<ul style="list-style-type: none"> • All Above
Fire Chief	<ul style="list-style-type: none"> • Attend a chief officer’s training class of 40 hours to include the following curriculum: <ol style="list-style-type: none"> a. Budgeting b. Personnel Management c. New Wake County I.C.S. Training d. Crisis Management e. Other curriculum and instructors as recommended by a committee of fire chiefs and the County Fire Marshal. <p style="margin-left: 20px;">Target date for this course to begin is no later than January 1, 2004.</p> • Attend periodic upgrade training as determined by the committee referenced in item (e.) above

5.2 The following experience requirements must be met for incumbents:

Position Title	Years of Experience
Probationary Firefighter	None required
Firefighter	None required
Driver-Operator	2 years in fire service, 1 as Firefighter
Lieutenant (as applicable)	3 years in fire service, 1 as Driver-Operator
Captain	4 years in fire service, 1 as Lieutenant (if Lieutenant rank is applicable)
District Chief (as applicable)	7 years in fire service, 2 as Captain
Deputy Chief	(This position does not currently exist)
Chief	10 years in fire service, 2 as District Chief (2 as Captain if no intervening ranks between Captain and Fire Chief)

Administrative Assistant I	1 year or equivalent experience
Administrative Assistant II	2 years

- 5.3 Any incumbent employee who does not hold the qualifications or experience requirements above by June 30, 2006, shall have his/her salary adjusted back to the rate as of June 30, 2003.
- 5.4 Funds will be made available as needed to pay for off duty training for all career firefighters and officers while completing the requirements listed in 5.1. Every effort will be made for training to be conducted while personnel are on duty.
- 5.5 The requirements listed in 5.1 supercede any discrepancies found in qualification and certification requirements listed in other documents, including the position classification descriptions.

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

6.1 All applicants for hire, promotion or appointment after adoption of the compensation study must hold the following certifications to be eligible for hire, promotion or appointment:

Position	Certification and Qualification Requirements for New Hires, Promotions and Appointments
Probationary Firefighter	<ul style="list-style-type: none"> • None
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
Driver/ Operator	<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)
Lieutenant	<ul style="list-style-type: none"> • All above • 3 years of service
Captain	<ul style="list-style-type: none"> • All above • NC Level I Fire Officer (NFPA 1021) • Completion of NC Community College Educational Methodology Course
District Chief	<ul style="list-style-type: none"> • All Above • NC Fire Officer II (NFPA 1021)
Fire Chief	<ul style="list-style-type: none"> • All Above, or equivalent

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

Position Title	Years of Experience
Probationary Firefighter	None required
Firefighter	None required
Driver-Operator	2 years in fire service, 1 as Firefighter
Lieutenant (as applicable)	3 years in fire service, 1 as Driver-Operator
Captain	4 years in fire service, 1 as Lieutenant (if Lieutenant rank is applicable)
District Chief (as applicable)	7 years in fire service, 2 as Captain
Deputy Chief	(This position does not currently exist)
Chief	10 years in fire service, 2 as District Chief (2 as Captain if no intervening ranks between Captain and Fire Chief)
Administrative Assistant I	1 year or equivalent experience
Administrative Assistant II	2 years

6.3 The requirements listed in 5.1 supercede any discrepancies found in qualification and certification requirements listed in other documents, including the position classification descriptions.

7. CERTIFICATION AND EXPERIENCE REQUIREMENTS FOR VOLUNTEERS

7.1 All volunteer firefighters are required to complete all Firefighter level training except for NC Firefighter Level I and II (NFPA 1001)

7.2 Volunteer fire chiefs are strongly encouraged to attend the chief officer's training course

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 Compensation Committee by their Plan's Administrator that any and all plans that the Department utilizes are IRS qualified. No additional funds beyond the amount for FY09 will be allocated to the Department until the letter of Certification is received. 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	
	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 Employees shall earn sick leave at a rate of 8 hours per calendar month or twelve (12) 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 approved by the Wake County Board of Commissioners.

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

11.1.2 All new employment agreements must be approved by the Wake County Board of Commissioners.

Appendix A:
Position Titles and Salary Ranges

Full-Time Employees (annual)

Position Title	Minimum	Midpoint	Maximum
Probationary Firefighter	25,834	32,293	38,752
Firefighter	28,960	36,200	43,440
Driver-Operator	32,118	40,147	48,117
Fire Lieutenant	34,560	43,200	51,840
Fire Captain	40,504	50,630	60,756
District Chief	45,730	57,162	68,594
Deputy Chief *	48,400	60,500	72,600
Fire Chief	53,200	66,500	79,800
Administrative Assistant	21,812	29,119	36,426
Administrative Secretary	24,189	32,293	40,396

Part-Time Employees (40 hours)

Position Title	Minimum	Midpoint	Maximum
Probationary Firefighter	12.42	15.53	18.63
Firefighter	13.92	17.40	20.88
Driver-Operator	15.44	19.30	23.16
Fire Lieutenant	16.61	20.76	24.92
Fire Captain	19.47	24.34	29.20
District Chief	21.98	27.48	32.97
Deputy Chief *	23.27	29.09	34.90
Fire Chief	25.58	31.97	38.37
Administrative Assistant	10.49	14.00	17.51
Administrative Secretary	11.63	15.53	19.42

Part-Time Employees (56 hours)

Position Title	Minimum	Midpoint	Maximum
Probationary Firefighter	8.87	11.09	13.30
Firefighter	9.95	12.43	14.92
Driver-Operator	11.03	13.79	16.54
Fire Lieutenant	11.87	14.84	17.80
Fire Captain	13.91	17.39	20.86
District Chief	15.70	19.63	23.56
Deputy Chief *	16.62	20.78	24.93
Fire Chief	18.27	22.84	27.40

*There are currently no paid deputy chief positions among the contracting Wake County fire departments.

Appendix B:
Acceptable Forms of Documentation

For full-time and part-time incumbent 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 or a copy of the class completion certificate for the certifications and qualifications listed in section 5 or 6 as applicable

2. Time in Position

Documentation: Pay stub from time employee began work in current position or copy of W-2 for year employee began work in current position

3. Current Salary

Documentation: For incumbent employees, current pay stub or current payroll report
For new employees, copy of signed letter of offer

Appendix C:
Calculation of Salary Adjustment for Full and Part Time Employees

To calculate the salary adjustment for a full or part time employee, you must know the employee's position, the employee's current salary, and the amount of time (in years) the employee has served with the current fire department.

First, use the chart in Appendix E to determine the employee's target salary by matching the employee's job position and time in the position.

Example for a firefighter with four years experience:

	Full-time	Part-time
Target salary / rate of pay	\$33,555.00	\$16.13

Second, subtract that amount from the employee's current salary:

Target salary / rate of pay	\$33,555.00	\$16.13
<u>- Employee's current salary</u>	<u>- 31,100.00</u>	<u>- 14.95</u>
Total adjustment	\$ 2,455.00	\$ 1.18

Finally, divide that amount to determine the three-year adjustment.

Total adjustment	\$2,455.00	\$ 1.18
<u>÷ 3 years</u>	<u>÷ 3</u>	<u>÷ 3</u>
Annual / hourly increase each year	\$ 818.33	\$ 0.39

In this case, \$818.33 should be added to the employee's annual salary (or \$0.39 should be added to the employee's hourly rate) at the beginning of the year each year for the next three years. Chiefs should continue to give merit increases as warranted, but should calculate the employee's merit increase pay *prior* to adding in that year's adjustment, as the adjustment is inclusive of merit increase pay.

Note: The salary adjustment table in Appendix E shows an employee's pay based presumably on where he or she would have been over time at market rate with standard merit increases. This calculation assumes an average annual increase of 3.75% based on historical county data. This does not account for an employee's tenure with a department; only the time that he or she has served in his or her current position is relevant. The Fire Commission agreed that no employee should be moved above midpoint with this adjustment. Therefore most employees with 6 or more years of experience in their positions will only receive an adjustment to midpoint.

Because the percentage increase is cumulative of previous years' increases, it is a lengthy calculation to perform by hand. If using an Excel spreadsheet, the formula is: base salary * 0.0375 + base salary.

Appendix D:
Calculation of Part Time Funding

Because many part time employees do not work a regular number of hours per week, it is not possible to calculate an annual salary adjustment in the same manner as full time employees. Instead, each fire department will receive a lump sum of part time money based on their use of part time staff.

To calculate this lump sum, multiply the part-time FTE equivalent for each job position by the midpoint of the annual salary. Total those amounts and subtract the part-time pay in your FY03 budget. Divide this by 3 to get the annual adjustment per year.

Example of a part-time driver position equal to 1.0 FTE

Number of FTE	1.0
Annual salary at midpoint	x <u>39,700</u>
Total	39,700
FY03 Part-time budget	- <u>30,000</u>
Amount of adjustment over 3 years	9,700

Using the salary midpoint to calculate the amount of part-time pay assumes that some employees will be paid below midpoint and others will be paid above midpoint. If at the end of the year a department spends more or less money on part-time salaries than calculated, the difference will be paid out to the department or refunded to the County.

To determine the target time-in-position hourly rate of pay for each individual part-time employee, use the chart in Appendix E.

Appendix E:
Salary Adjustment / Time in Position Adjustment Tables

The following charts show the target salary for each year of service in an employee's current position with his or her current employing Fire Department. This is **not** the employee's new salary; it only helps determine the amount of the three-year adjustment. However, the charts may be used to determine the hiring rate for new employees coming from a Wake County Fire Department.

Full Time

Position	<1	1+	2+	3+	4+	5+	6+	Midpoint
Probationary Firefighter	25,834	26,803	27,808	28,851	29,933	31,055	32,220	32,293
Firefighter	28,960	30,046	31,173	32,342	33,555	34,813	36,118	36,200
Driver-Operator	32,118	33,322	34,572	35,868	37,214	38,609	40,057	40,147
Lieutenant	34,560	35,856	37,201	38,596	40,043	41,545	43,102	43,200
Captain	40,504	42,023	43,599	45,234	46,930	48,690	50,516	50,630
District Chief	45,730	47,445	49,224	51,070	52,985	54,972	57,033	57,162
Deputy Chief	48,400	50,215	52,098	54,052	56,079	58,182	60,363	60,500
Chief	53,200	55,195	57,265	59,412	61,640	63,952	66,350	66,500
Administrative Asst	21,812	22,630	23,476	24,359	25,272	26,220	27,203	29,118
Administrative Sec	24,189	25,096	26,037	27,014	28,027	29,078	30,168	32,293

Part Time (40 Hour)

Position Title	< 1	1+	2+	3+	4+	5+	6+	Midpoint
Probationary Firefighter	12.42	12.89	13.37	13.87	14.39	14.93	15.49	15.53
Firefighter	13.92	14.45	14.99	15.55	16.13	16.74	17.36	17.40
Driver-Operator	15.44	16.02	16.62	17.24	17.89	18.56	19.26	19.30
Lieutenant	16.61	17.23	17.88	18.55	19.25	19.97	20.72	20.76
Captain	19.47	20.20	20.96	21.74	22.56	23.40	24.28	24.34
District Chief	21.98	22.80	23.66	24.55	25.47	26.42	27.41	27.48
Deputy Chief	23.27	24.14	25.05	25.99	26.96	27.97	29.02	29.09
Chief	25.58	26.54	27.53	28.56	29.63	30.75	31.90	31.97
Administrative Asst	10.49	10.88	11.29	11.71	12.15	12.61	13.08	14.00
Administrative Sec	11.63	12.07	12.52	12.99	13.48	13.98	14.50	15.53

Appendix E cont'd:

Part Time (56 Hour)

Position Title	< 1	1+	2+	3+	4+	5+	6+	Midpoint
Probationary Firefighter	8.87	9.20	9.55	9.91	10.28	10.66	11.06	11.09
Firefighter	9.95	10.32	10.71	11.11	11.53	11.96	12.41	12.43
Driver-Operator	11.03	11.44	11.87	12.32	12.78	13.26	13.76	13.79
Lieutenant	11.87	12.32	12.78	13.26	13.75	14.27	14.80	14.84
Captain	13.91	14.43	14.97	15.53	16.12	16.72	17.35	17.39
District Chief	15.70	16.29	16.90	17.53	18.19	18.87	19.58	19.63
Deputy Chief	16.62	17.24	17.89	18.56	19.26	19.98	20.73	20.78
Chief	18.27	18.96	19.67	20.40	21.17	21.96	22.79	22.84

Appendix F:
Position Classification Descriptions

This Appendix contains the formal position classification descriptions that correspond to the nine positions developed as part of the Fire Compensation study.

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 incumbent firefighters and fire officers.

There are currently no paid deputy chief positions among the contracting Wake County fire departments, so a budget allotment must be approved and a position description must be developed before any Deputy Chief position is approved or filled.

Probationary Firefighter

BRIEF DESCRIPTION:

The purpose of this position is to receive training to obtain the basic firefighting certification. Under close supervision, probationary firefighter 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 hazardous weather. 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.

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.

**NOTE: Same requirements for Volunteer Probationary Firefighter*

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

FLSA Status: Non-Exempt

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 hazardous weather. 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 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	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.		

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	Wake County Essentials of Firefighting School, Hazmat Operations Level 1, Wake County ICS, Blood borne Pathogens, Wake County First Responder – D, NC Firefighter Level I and II Certification within 2 years of active employment.
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: Same requirements for Volunteer Firefighter*

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.

Driver - Operator

FLSA Status: Non-Exempt

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 hazardous weather. 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	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 with one year as a Firefighter
Certification and Other Requirements	Wake County Essentials School or equivalent basic training, Hazmat Operations Level 1, Wake County ICS, Blood borne Pathogens, Wake County First Responder – D, NC Firefighter Level I and II Certification, NC Emergency Vehicle Driver, NC Driver/Operator-Pumps, and NC Driver/Operator-Aerial (NC Driver/Operator-Aerial only if required by departmental 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: Same requirements for a Volunteer Firefighter Driver Operator*

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.

Lieutenant

FLSA Status: Non-Exempt

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 training Fire Station personnel. Persons in this position also respond to medical emergencies and after-effects of hazardous weather. This position also maintains fire-fighting 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	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	L	Provides administrative and training support to fire station personnel, on firefighting, and station operating procedures. Provides direction to firefighting personnel in the station and at the emergency site.
4	M	Tracks maintenance schedules and examines firefighting equipment at fire station by performing operating tests on equipment and machinery, ensuring apparatus is operating properly and safely. Checks all fluid levels, determining if problematic or faulty parts exist, orders faulty replacement parts and replaces faulty parts.

5	V	May operate apparatus as required and in accordance to essential functions set forth as a Driver-Operator.
6	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.
7	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.
8	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	Three years of fire service experience.
Certification and Other Requirements	Wake County Essentials School or equivalent basic training, Hazmat Operations Level 1, Wake County ICS, Blood borne Pathogens, Wake County First Responder – D, NC Firefighter Level I and II Certification, NC Emergency Vehicle Driver, NC Driver/Operator-Pumps, and NC Driver/Operator-Aerial (NC Driver/Operator-Aerial only if required by departmental 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: Same requirements for a Volunteer Fire Lieutenant*

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	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				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:

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)	

(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.

Captain

FLSA Status: Non-Exempt

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 first aid; and responds to medical emergencies and after-effects of hazardous weather. 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 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 experience with one year as a Lieutenant (if Lieutenant rank is applicable).
Certification and Other Requirements	Wake County Essentials School or equivalent basic training, Hazmat Operations Level 1, Wake County ICS, Blood borne Pathogens, Wake County First Responder – D, NC Firefighter Level I and II Certification, NC Emergency Vehicle Driver, NC Driver/Operator-Pumps, and NC Driver/Operator-Aerial (NC Driver/Operator-Aerial only if required by departmental policy), NC Level I Fire Officer, and completion of Educational Methodology course.
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: Same requirements for a Volunteer Fire Captain*

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.

District Chief

FLSA Status: Non-Exempt

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 assisting the Chief position 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, first responder D, fire prevention and hazardous material training programs. This position provides direction to other employees.

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 with two years as a Captain.
Certification and Other Requirements	Wake County Essentials School or equivalent basic training, Hazmat Operations Level 1, Wake County ICS, Blood borne Pathogens, Wake County First Responder – D, NC Firefighter Level I and II Certification, NC Emergency Vehicle Driver, NC Driver/Operator-Pumps, and NC Driver/Operator-Aerial (NC Driver/Operator-Aerial only if required by departmental policy), completion of Educational Methodology course, and NC Fire Officer Level I and Level II.
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 District Chief do not include a two-year associate's degree. The required education for a Volunteer District Chief includes a level of knowledge equivalent to four years of high school or equivalency.*

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.

Chief

FLSA Status: Exempt

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 located in multiple stations. Persons in this position oversee certification for training programs for operations of fire suppression, first responder D, fire prevention, and hazardous material awareness; provide incident command, recruiting and retaining personnel; prepare and manage annual budget and physical resources. This position provides direction to career and volunteer staff.

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 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	Ten years of fire service experience with two years as a District Chief (2 years as Captain if no intervening ranks between Captain and Fire Chief).
Certification and Other Requirements	Wake County Essentials School or equivalent basic training, Hazmat Operations Level 1, Wake County ICS, Blood borne Pathogens, Wake County First Responder – D, NC Firefighter Level I and II Certification, NC Emergency Vehicle Driver, NC Driver/Operator-Pumps, and NC Driver/Operator-Aerial (NC Driver/Operator-Aerial only if required by departmental policy), completion of Educational Methodology course, and NC Fire Officer Level I and Level II; or equivalent experience and education.
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	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.

	requires walking or standing to a significant degree.			
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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.

Administrative Assistant

FLSA Status: Non-Exempt

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.

Administrative Secretary

FLSA Status: Non-Exempt

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 paging system; 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 G:
Sample Step Increase Schedules

Per the request of the Fire Commission, attached are sample step increase schedules that show the movement of an employee through the salary range based on 3.75% and 5.00% annual merit increases. Chiefs may choose to use these charts as recruiting tools if they feel that they are effective. However, potential hires should be informed that the charts do not guarantee movement at the rates indicated. Merit increases are dependent on the performance of the individual over the past year as well as available funding.

Step Increase Schedule for Full Time Employees

Calculated at 3.75% increase per annum

Position Title	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Probationary Firefighter	22,160	22,991	23,853	24,748	25,676	26,639	27,637	28,674	29,749	30,865	32,022	33,223
Firefighter	28,960	30,046	31,173	32,342	33,555	34,813	36,118	37,473	38,878	40,336	41,848	43,418
Driver-Operator	31,760	32,951	34,187	35,469	36,799	38,179	39,610	41,096	42,637	44,236	45,895	47,616
Lieutenant	33,680	34,943	36,253	37,613	39,023	40,487	42,005	43,580	45,214	46,910	48,669	50,494
Captain	39,520	41,002	42,540	44,135	45,790	47,507	49,288	51,137	53,054	55,044	57,108	59,250
District Chief	43,070	44,685	46,361	48,099	49,903	51,774	53,716	55,730	57,820	59,988	62,238	64,572
Deputy Chief	48,400	50,215	52,098	54,052	56,079	58,182	60,363	62,627	64,976	67,412	69,940	72,563
Chief	53,200	55,195	57,265	59,412	61,640	63,952	66,350	68,838	71,419	74,098	76,876	79,759
Administrative Assistant I	19,967	20,716	21,492	22,298	23,135	24,002	24,902	25,836	26,805	27,810	28,853	29,935
Administrative Assistant II	23,000	23,862	24,757	25,685	26,649	27,648	28,685	29,760	30,876	32,034	33,236	34,482

Calculated at 5% increase per annum

Position Title	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Probationary Firefighter	22,160	23,268	24,431	25,653	26,936	28,282	29,697	31,181	32,740	34,377	36,096	37,901
Firefighter	28,960	30,408	31,928	33,525	35,201	36,961	38,809	40,750	42,787	44,926	47,173	49,531
Driver-Operator	31,760	33,348	35,015	36,766	38,604	40,535	42,561	44,690	46,924	49,270	51,734	54,320
Lieutenant	33,680	35,364	37,132	38,989	40,938	42,985	45,134	47,391	49,761	52,249	54,861	57,604
Captain	39,520	41,496	43,571	45,749	48,037	50,439	52,961	55,609	58,389	61,308	64,374	67,593
District Chief	43,070	45,224	47,485	49,859	52,352	54,969	57,718	60,604	63,634	66,816	70,156	73,664
Deputy Chief	48,400	50,820	53,361	56,029	58,831	61,772	64,861	68,104	71,509	75,084	78,838	82,780
Chief	53,200	55,860	58,653	61,586	64,665	67,898	71,293	74,858	78,601	82,531	86,657	90,990
Administrative Assistant I	19,967	20,965	22,013	23,114	24,270	25,483	26,757	28,095	29,500	30,975	32,524	34,150
Administrative Assistant II	23,000	24,150	25,357	26,625	27,956	29,354	30,822	32,363	33,981	35,680	37,464	39,337

Step Increase Schedule for Part-time Employees

Calculated at 3.75% increase per annum

Position Title	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Probationary Firefighter	10.65	11.05	11.47	11.90	12.34	12.81	13.29	13.79	14.30	14.84	15.40	15.97
Firefighter	13.92	14.45	14.99	15.55	16.13	16.74	17.36	18.02	18.69	19.39	20.12	20.87
Driver-Operator	15.27	15.84	16.44	17.05	17.69	18.36	19.04	19.76	20.50	21.27	22.06	22.89
Fire Lieutenant	16.19	16.80	17.43	18.08	18.76	19.46	20.19	20.95	21.74	22.55	23.40	24.28
Fire Captain	19.00	19.71	20.45	21.22	22.01	22.84	23.70	24.59	25.51	26.46	27.46	28.49
District Chief	20.71	21.48	22.29	23.12	23.99	24.89	25.82	26.79	27.80	28.84	29.92	31.04
Deputy Chief	23.27	24.14	25.05	25.99	26.96	27.97	29.02	30.11	31.24	32.41	33.63	34.89
Fire Chief	25.58	26.54	27.53	28.56	29.63	30.75	31.90	33.10	34.34	35.62	36.96	38.35
Administrative Assistant I	9.60	9.96	10.33	10.72	11.12	11.54	11.97	12.42	12.89	13.37	13.87	14.39
Administrative Assistant II	11.06	11.47	11.90	12.35	12.81	13.29	13.79	14.31	14.84	15.40	15.98	16.58

Calculated at 5% increase per annum

Position Title	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Probationary Firefighter	10.65	11.19	11.75	12.33	12.95	13.60	14.28	14.99	15.74	16.53	17.35	18.22
Firefighter	13.92	14.62	15.35	16.12	16.92	17.77	18.66	19.59	20.57	21.60	22.68	23.81
Driver-Operator	15.27	16.03	16.83	17.68	18.56	19.49	20.46	21.49	22.56	23.69	24.87	26.12
Lieutenant	16.19	17.00	17.85	18.74	19.68	20.67	21.70	22.78	23.92	25.12	26.38	27.69
Captain	19.00	19.95	20.95	21.99	23.09	24.25	25.46	26.73	28.07	29.48	30.95	32.50
District Chief	20.71	21.74	22.83	23.97	25.17	26.43	27.75	29.14	30.59	32.12	33.73	35.42
Deputy Chief	23.27	24.43	25.65	26.94	28.28	29.70	31.18	32.74	34.38	36.10	37.90	39.80
Chief	25.58	26.86	28.20	29.61	31.09	32.64	34.28	35.99	37.79	39.68	41.66	43.75
Administrative Assistant I	9.60	10.08	10.58	11.11	11.67	12.25	12.86	13.51	14.18	14.89	15.64	16.42
Administrative Assistant II	11.06	11.61	12.19	12.80	13.44	14.11	14.82	15.56	16.34	17.15	18.01	18.91

Appendix H:
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