



Office of the Town Manager
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Selma, North Carolina 27576
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Fire Captain Vacancy

Do you have a desire to be a part of a progressive and dynamic organization? Look no further than the Town of Selma, North Carolina --- A "Triangle East" Community. The Town of Selma is actively seeking an experienced individual to join its Fire Department TEAM as a Fire Captain. This is a full-time position. Selma responds to over 1,000 emergencies per year. Captains lead a four-person Engine Company, as well as Volunteer Firefighters.

The starting salary for this FSLA "Non-Exempt" position is \$42,435. The closing date for this position is at 5:00 p.m. on Friday, February 22, 2019.

KEY DUTIES:

- Must perform firefighting duties in accordance with the Town of Selma's Fire Captain Job Description.
- Fire Captain will work a rotating 24-hour shift but may be adapted by the Fire Chief to meet minimum staffing levels.

EDUCATION REQUIREMENTS:

- Graduation from high school, supplemented by completion of courses and seminars in fire service and experience in the fire service; or an equivalent combination of experience and education.

MINIMUM QUALIFICATIONS:

- NC Firefighter Certification
- NC Emergency Medical Technician Certification
- NC Firefighter Certification
- NC Emergency Medical Technician Certification
- Must have a valid NC Class B Commercial Driver's License or obtain one within 60 days of employment.
- NC Driver Operator Pumps
- NC EVD
- NC Haz Mat Ops
- NC Fire Officer 1

HIGHLY PREFERRED SPECIAL REQUIREMENTS:

- NC Fire Inspector 1
- NC Driver Operator Aerial
- NC Level 1 Fire Instructor
- CPS Certification

To learn more about this exciting opportunity go to <http://www.selma-nc.com/employment-opportunities>. The Town of Selma's Application for Employment may be downloaded from this same link on the Town's website. Selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test.

Applicants may submit a resume; however, resumes are not accepted in lieu of a completed and employment application. It is preferred that all completed and signed Employment Applications be submitted via email to ssult@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Susan Sult, Human Resources Manager, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.

FIRE CAPTAIN

General Statement of Duties

Performs difficult public safety, fire prevention, rescue, emergency medical response, and supervisory responsibilities in the fire station on an assigned shift.

Distinguishing Features of the Class

An employee in this class supervises and participates in operations at the fire station on an assigned shift. The employee leads the shift in the protection of life and property and in providing fire suppression, emergency medical services, hazardous materials response/mitigation, technical rescue, and related activities. Other duties include supervising and participating in the maintenance of station apparatus, equipment, and facilities; preparation of fire reports; and various projects for the department requiring coordination of paid and volunteer staff. Work requires that the employee stay abreast of state-of-the-art fire, hazardous materials, and rescue procedures, techniques, and equipment, and requires the employee to incorporate the necessary changes into in-service training. Judgment and ability to make effective decisions under pressure are required, particularly in directing staff in incident response. The employee is subject to the hazards associated with incident response work including working in inside and outside environments, working at heights, in extreme hot and cold temperatures, loud noise, vibration, moving parts, electrical current, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. Employees are also subject to the final OSHA standards on blood borne pathogens. Work is performed under the general supervision of the Fire Chief and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of incident response.

Duties and Responsibilities

Essential Duties and Tasks:

- Supervises and participates in response to alarms and directs incidence response operations as required or until arrival of the incident commander; leads in response to structural, vehicle, or brush fires; emergency medical services; hazardous materials response/mitigation; technical rescue including vehicle/machinery rescue, confined space rescue, trench structural collapse rescue, high/low angle rope rescue, and surface water rescue.
- Supervises fire personnel assigned to station on the shift insuring effective utilization of staff, and maintenance of equipment, water supply, and facilities; inspects personnel, station, and equipment for proper appearance and condition.
- Prepares reports on incidents and response; supervises and participates in pre-incident planning and preparation of pre-plan records; may participate in fire prevention inspections and related recordkeeping.
- Supervises and participates in maintaining equipment in good operating condition; assigns, supervises, and participates in routine maintenance tasks related to equipment, stations, and grounds.
- Coordinates various projects requiring organization of paid and/or volunteer staff such as training, equipment maintenance, safety, hose testing, pumper testing, hydrant maintenance, etc.
- Provides educational programs, tours, and information to the public.
- Participates in planning, coordinating and conducting staff training; conducts performance coaching and evaluation.
- May perform special projects or assignments such as fleet maintenance coordination, special purchasing, special public educational or fire prevention training, assistance with hiring or promotional processes, child passenger safety seat program, or other special assignment.

Additional Job Duties:

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Thorough knowledge of modern methods of fire suppression, incidence response, hazardous materials response, and of the use and maintenance of related apparatus and equipment.
- Thorough knowledge consistent with required emergency medical certification level.
- Thorough knowledge of departmental rules and regulations.
- Thorough knowledge of the physical layout of the Town and related facilities.
- Considerable knowledge of required technical rescue methods.
- Knowledge of the application of information technology to fire service and management.
- Working knowledge of modern supervisory principles of motivation, leadership, communications, conflict resolution, and performance development.
- Working knowledge of Town personnel and purchasing policies and procedures.
- Ability to effectively plan, prepare, and conduct in-service training on firefighting, rescue, incident response, and equipment operations for public safety personnel.
- Ability to provide coaching, technical advice, and training of employees.
- Ability to provide leadership and inspire calm control while supervising emergency incident scenes.
- Ability to establish and maintain effective working relationships with employees and members of the public.
- Ability to make sound judgments in emergency situations.
- Ability to prepare and maintain a variety of records and reports.

Physical Requirements:

- Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, and hearing.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Must possess visual acuity to size up the color, volume, and extent of fire involvement in structures, to operate heavy fire apparatus in emergency situations, and to prepare records and reports.

Desirable Education and Experience:

Graduation from a community college with a degree in fire science or related field supplemented by advanced courses and seminars in fire service; and considerable experience of an increasingly responsible nature in the fire service; or an equivalent combination of experience and education.

Minimum Qualifications:

- High School Diploma or equivalent
- NC Firefighter
- NC EMT
- NC Driver Operator Pumps
- NC Emergency Vehicle Driver
- NC Haz-Mat Operations

- Class B North Carolina Commercial Driver's License or obtain within six months of employment.

Preferred Qualifications:

- NC Fire Inspections Level I (obtain within one year)
- NC Driver Operator Aerial
- NC Fire Instructor Level I
- CPS Certification (obtain within one year)

Special Note: This generic class description gives an overview of the job class, its essential job junctions, and recommended job requirements. However, for each individual positions assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.