



# TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (888) 798-1022 | TOWNOFVALDESE.COM



## **NOW HIRING – FIRE CAPTAIN – *Deadline: Open until filled***

The Town of Valdese is seeking a service-oriented professional that is passionate about leadership and supporting the mission to protect the life and property of the citizens and visitors of Valdese through prevention, education, and mitigation services delivered with pride and integrity, to serve as our Fire Captain. The Town of Valdese is committed to providing an encouraging atmosphere that supports job satisfaction and professional growth for all town staff. Valdese, (approximate population 4,867) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles north west of Charlotte, where the “foothills meet the mountains”.

The Fire Captain will serve as the Training Officer and Maintenance Officer of the Valdese Fire Department. The Fire Department is staffed by 7 full-time and 16 part-time personnel. The department responded to 855 calls in 2024. The ideal candidate will have the skills to effectively assist in the management of staff and have the knowledge and abilities required to oversee the daily operations of the department; including, fire suppression operations, maintenance of apparatus and equipment, emergency medical responses, and training of emergency services personnel.

### **Education and Experience Requirements:**

Graduation from high school or equivalent, North Carolina State Firefighter Certification, Driver/Operator Pumps and Aerials. Must possess considerable knowledge and experience in fire service emergency operations and management; or equivalent combination of education and experience.

### **Desired Education and Experience:**

Graduation from a college or university with an associate degree or higher in fire science, emergency management, public administration or other related field; completion of advanced courses and seminars in fire administration, modern supervision and fire science.

### **Special Requirements:**

Valid NC Class B Driver's License, NC Firefighter Certification, NC Fire Officer II certification, NC Fire Apparatus Driver/Operator Pumps and Aerials Certifications, NC Emergency Medical Responder Certification, NC Fire Prevention Inspector I certification, Child Passenger Safety Technician, or willingness and ability to obtain required certifications. The Fire Captain must live within a 30-minute drive of the Town limits under normal traffic conditions within twelve (12) months from the date of hire.

### **Compensation and Benefits:**

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The hiring salary of this position is \$47,125. Hours worked in addition to the regular assigned shift may be compensated as extra pay or compensatory time off. This position offers flexible scheduling. The Town provides a comprehensive benefits package including health, dental, vision, life, and retiree health insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation based on continuous years of experience; sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule.

### **Contact and submittal information:**

Truman Walton - Fire Chief - P.O. Box 339 Valdese, NC 28690

Email: [twalton@valdesenc.gov](mailto:twalton@valdesenc.gov) | Telephone: 828-879-2110

Hand delivery: Valdese Fire Department, 121 Faet St SW, Valdese, NC 28690

Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting <https://www.townofvaldese.com/government/town-hall/career-opportunities/>.

**The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employee**



## Town of Valdeese FIRE CAPTAIN

### I. General Statement of Duties

Performs technical and supervisory work of planning, managing, and conducting the training and maintenance programs of the fire department. Assists with the fire prevention inspection, public education, and Safe Kids programs. Supervision may be exercised over subordinate staff. The member in this position is also susceptible to performing fire suppression operations, emergency medical duties, supervising a specific task during an emergency incident, and performing within the Incident Command System. Employee performs the duties of the Fire Chief and/or Assistant Fire Chief in their absence.

### II. Distinguishing Features of the Class

An employee in this class supervises and participates in all aspects of fire department operations and serves as the training officer and maintenance officer, ensuring that personnel receive required and beneficial training in all fire department operations. Coordinates maintenance, and ensures proper documentation of station, apparatus, equipment and facility repairs. Work requires that the employee stay abreast of current procedures for dealing with fires, hazardous materials, rescue procedures and techniques, and have the ability to incorporate changes into the fire department training program. Employee in this class must have good problem solving skills; exercise good judgement and have the ability to make effective decisions under pressure, particularly when directing personnel at an emergency incident. Employee is subject to the hazards associated with emergency incident response work, including working in outside and inside environments, working below grade and at high angles, in extreme cold and heat, and loud noise; working in close proximity to machinery, electrical current, high heat, chemicals, fumes, odors, dusts, gases, reduced visibility, poor ventilation, oils, and confined spaces. Perform activities such as fire attack and extinguishment, protection of cause of fire evidence, extrication of victims, performing basic life support, technical rescue operations and assisting Hazardous Materials Incident Response Teams. Work involves responsibility for the safe and efficient operation, care, minor maintenance, and adjustment of fire engines, aerial ladders, and other equipment. Plan, schedule, assign, and participate in equipment and station maintenance, drills and training, fire inspections, and other operational and administrative functions. This employee performs repairs to fire apparatus, equipment and station, and is responsible for scheduling the routine and annual maintenance and testing of apparatus and equipment. Employee ensures that annual service and maintenance of fire hydrants is completed, and that all related maintenance and repairs are properly documented. Promote public fire safety education by conducting fire prevention inspections, pre-incident surveys, station tours, life safety activities, home safety demonstrations and lectures, and other community risk reduction activities as necessary. Represents the department in meetings, conferences, and public events as needed. Provides an environment through leadership and example where customer service is the highest priority. Employee plays a significant role in the department's Safe Kids Program.

### III. Duties and Responsibilities

#### Essential Duties and Tasks

- Serves as Department Head in the absence of the Fire Chief and Assistant Fire Chief.
- Supervises fire personnel to ensure effective utilization of staff and department resources.
- Responds to emergency incidents including fire, medical emergencies, accidents, as well as hazardous materials incidents, and directs operations as required, or until arrival of incident commander.
- Manage and perform emergency scene operations including lifesaving and property protection work, conduct scene size up, resource request and assignment, confinement, extinguishment, salvage, and overhaul while wearing personal protective equipment (PPE) and SCBA
- Prepares reports on incident responses, maintenance, and training; assists with related record keeping.
- Participates in fire safety inspections program, pre-incident planning and site plan review, Safe Kids program, and

other regulatory enforcement as needed

- Serves as the department training officer responsible for planning, organizing, conducting and coordinating other instructors to provide required and enhanced training for all staff; maintains documentation of personnel training.
- Provides educational programs, fire department tours, fire prevention programming, and presents information to the public as needed.
- Conducts orientation training and practice drills in all phases of fire suppression and related activities to develop and maintain the capabilities, required standards, and readiness of firefighters, including training related to fire prevention, public education, accident prevention, and department safety practices
- Identify training needs, supervise and instruct classes and drills in firefighting and emergency medical techniques, including such areas as driving and operating equipment, the use of tools and techniques of firefighting, first aid, rescue, and hydraulics to ensure minimum standards are maintained
- Inspects personnel, apparatus, equipment, and station to ensure proper appearance and condition
- Oversees and performs equipment, apparatus, and station repairs maintenance to ensure sufficient operating condition, including washing and waxing trucks, hydrant maintenance, checking batteries, checking fuel and oil levels, cleaning and drying hoses, and inspecting hose and hose connections for damage and wear.
- Tracks and ensures return of all equipment and supplies at the incident scene; ensures that equipment is returned to a state of readiness upon return to the station, and participates in post-fire operations of cleaning and salvage.
- Make recommendations with supporting documentation regarding the need for specialized apparatus or equipment

#### **Additional Job Duties**

- Performs related duties as required.

## **IV. Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

- Knowledge of principles and practices of fire service management, fire prevention programs, emergency services training programs, emergency medical operations, hazardous materials response and skill in their application.
- Knowledge of modern firefighting practices and methods; thorough knowledge of fire suppression equipment and apparatus.
- Knowledge of the state laws, regulations and ordinances which govern fire prevention and control.
- Knowledge of industrial and commercial operations; and the potential hazards associated with them.
- Knowledge of various types of construction and the hazards presented by them.
- Knowledge of effective management principles and practices including motivation, communication, leadership, conflict resolution, performance coaching and evaluation
- Knowledge of the application of information technology in fire and emergency services operations.
- Ability to prepare clear and concise reports to analyze departmental operations
- Ability to communicate effectively both orally and in writing; to speak effectively before a group, to deal tactfully and firmly with the public, and to establish and maintain good working relationships.
- Ability to effectively supervise the work of staff and to plan, assign, and coordinate activities performed by personnel.
- Ability to exercise a calm demeanor and sound judgment, react effectively and lead and inspire confidence in emergency situations.
- Must be in good physical condition and have the ability to maintain good physical condition.
- Considerable knowledge of the operation of firefighting apparatus and equipment.
- Considerable knowledge of the geography of the Town; working knowledge of the location of hydrants and sprinkler connections.
- Considerable knowledge of and skill in administering emergency medical procedures and techniques
- Considerable knowledge of OSHA and Blood Borne Pathogens compliance.
- Skill in the use of firefighting equipment.

- Knowledge and ability to maintain vehicles, equipment and facilities.

#### **Physical Requirements**

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, climbing, balancing, pulling, grasping, feeling, talking, hearing, and repetitive motions.
- Must be capable of performing physically challenging work under emergency conditions.
- Must be able to successfully complete fire department's physical agility test, successfully pass medical physical exam and drug test. Must successfully pass criminal background check.
- 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 20 pounds of force constantly to move objects.
- Must possess the visual acuity to work with data and figures, operate a computer terminal, and perform extensive reading and operate equipment.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels.
- Must successfully complete the fire department fit-for-duty evaluation.

#### **Required Education and Experience**

- Graduation from an accredited high school
- Considerable experience as a Firefighter
- Considerable experience as an Emergency Medical Responder or higher
- Equivalent combination of education and experience
- Fire service supervisory experience

#### **Desirable Education and Experience**

- Graduation from a community college with a degree in fire science, emergency management, public administration or other related field
- Completion of advanced courses and seminars in fire administration, modern supervision and fire science

#### **Special Requirements**

- Valid North Carolina Class B Driver's License
- NC Hazardous Materials Operations
- NC Firefighter Certification
- NC Fire Officer II Certification
- NC Fire Instructor II Certification
- NC Fire Apparatus Driver/Operator Pumps & Aerials Certifications
- NC Emergency Medical Responder Certification (minimum)
- Child Passenger Safety Technician Certification
- ICS 100, 200, 300, 400, 700, & 800
- NC Fire Prevention Inspector Level I
- Willingness and ability to obtain the required State level certifications as required by the Town of Valdese.

#### **V. Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

#### **VI. FLSA Status**

This position is nonexempt.