



## DUTY POSITION DESCRIPTION

### SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members.

### PURPOSE

To establish the performance requirements for each operational position within Stoney Point Fire Department.

### DEFINITIONS

**Captain** – Company Officer, senior shift leader, responsible for safety, training, and leadership

**Chief Officer** – Senior Fire Officer rank, Division, Assistant, Deputy and Fire Chief, responsible for safety, training, leadership, planning and operations

**Driver/Operator** – firefighter trained to operate specific apparatus

**Engineer** – firefighter trained, certified and qualified to operate all apparatus

**Firefighter** – trained personnel assigned fire suppression duties within a crew or Company

**Guideline** - a general rule, principle, outline of a policy

**Lieutenant** – Company Officer, shift leader, responsible for safety, training, and leadership

**Member** – any career, volunteer, staff, and auxiliary personnel affiliated with the department

**Shall** - indicates a mandatory requirement

### GUIDELINES

Membership with the Stoney Point Fire Department is an opportunity for public service. This service confers no special rights or privileges, but it does impose responsibilities and duties upon the member. Honesty, integrity, reliability, discipline, fairness, diligence, and competence are all required of Stoney Point Fire Department members. This guideline details the tasks that may be assigned to members in each duty position, and the requisite education, training, knowledge, skills, and abilities for that position.

Policy Number

**7A.012**

Page 1 of 21



### **Firefighter**

Performs intermediate protective service work in fire suppression and related tasks as required, under regular supervision. A Firefighter's typically assigned tasks are:

- Respond to alarms and assist in the suppression of fires, including rescue, entry, ventilating, salvage, and emergency medical response tasks
- Performs overhaul and incident cleanup assignments
- Assists in cleaning, inspection and maintaining fire apparatus, tools, hoses, and equipment
- Cleans apparatus, fire station and conducts grounds maintenance tasks
- Participates in training evolutions, attends scheduled drills and classes
- Shuts off gas and electrical utility service to building
- Serve as a relief driver if qualified
- Identifies principal types of building construction and the fire behaviors expected of each type of building construction
- Prepares and submits required incident and maintenance reports
- Assist with Public Relations and Public Education events, such as station tours, demonstrations, and other programs
- Assist in conducting pre-incident planning surveys
- Perform special area or project assignment tasks as assigned
- Perform other firefighting and related emergency tasks consistent with appropriate NFPA standard for duty position
- Conduct other assigned duties as required

**Policy Number**

**7A.012**

**Page 2 of 21**

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

The following knowledge, skills and abilities are required of all Firefighters:

- General knowledge of firefighting and fire suppression techniques and procedures
- General knowledge of pre-incident planning and fire prevention and education
- General knowledge of emergency medical techniques and procedures
- General knowledge of technical firefighting and the principles of hydraulics as applied to fire suppression
- General knowledge of the Fayetteville and Cumberland County layouts and Stoney Point Fire District streets
- General knowledge of hazardous materials operations level assignments
- General knowledge of vehicle and machinery extrication principles and techniques
- General knowledge of the Incident Command System
- Ability to understand and follow oral and written instructions
- Ability to establish effective working relationships with other members and the public
- Possession of physical endurance, agility, and basic mechanical aptitude



### **Firefighter Education and Experience**

The minimum standard of Firefighter education and experience for operation as a member of Stoney Point Fire Department is successful completion of the department's Recruit Training Program. However, the following education and certification is highly encouraged for volunteer members and the minimum requirement for career members:

- High School Diploma, or General Education Diploma
- North Carolina IFSAC certified Firefighter
- Valid North Carolina driver's license (preferred)
- North Carolina certified Emergency Medical Technician (preferred)
- North Carolina IFSAC certified HAZMAT Operations level responder (preferred)
- North Carolina IFSAC certified Technical Rescuer (preferred)

### **Fire Apparatus Driver/Operator (Engineer)**

Performs difficult protective service work in driving fire apparatus and in the operation of pumps and fire suppression equipment. Performs immediate protective service work in fire suppression does related work as required under regular supervision. Supervises assigned members in the absence of a Fire Officer. Typical tasks performed by a Driver/Operator are:

- Respond to alarms, drive assigned apparatus to required location
- Operate pumps and apparatus at incident scene; regulates water pressure to ensure required pressure at the nozzle
- Assists in fire suppression including rescue, entry, ventilation, salvage, and emergency medical response tasks
- Assume primary responsibility for servicing and maintaining fire equipment
- Assist in the cleaning, inspection, and maintenance of fire apparatus, equipment, hoses, tools, the fire station and grounds
- Instruct other members in the operation and care of fire equipment
- Participate in and lead training evolutions, attends scheduled drills and classes
- Supervise Firefighters in the absence of a Company Officer
- Identifies principal types of building construction and the fire behaviors expected of each type of building construction
- Prepares and submits required incident and maintenance reports
- Assist with Public Relations and Public Education events, such as station tours, demonstrations, and other programs
- Perform special area or project assignment tasks as assigned
- Perform other firefighting and related emergency tasks consistent with appropriate NFPA standard for duty position
- Conduct other assigned duties as required

**Policy Number**

**7A.012**

**Page 3 of 21**



## Programs

## Standard Operating Guidelines (SOG)

---

### **Driver/Operator and Engineer Knowledge, Skills and Abilities**

The following knowledge, skills and abilities are required of all Driver/Operators and Engineers:

- General knowledge of firefighting and fire suppression techniques and procedures
- General knowledge of pre-incident planning and fire prevention and education
- Thorough knowledge of Fayetteville and Cumberland County layouts and Stoney Point Fire District streets, general knowledge of mutual aid jurisdictions
- Thorough knowledge of the operation of firefighting equipment and apparatus
- General knowledge of emergency medical techniques and procedures
- General knowledge of technical firefighting and the principles of hydraulics as applied to fire suppression
- General knowledge of hazardous materials operations level assignments
- General knowledge of vehicle and machinery extrication principles and techniques
- General knowledge of department rules and regulations
- General knowledge of the Incident Command System
- Ability to understand and follow oral and written instructions
- Ability to establish effective working relationships with other members and the public
- Ability to operate equipment and apparatus safely and effectively
- Ability to supervise other members
- Possession of physical endurance, agility, and basic mechanical aptitude

**Policy Number**

**7A.012**

**Page 4 of 21**

### **Driver/Operator and Engineer Education and Experience**

The minimum standard of Engineer education and experience for operation as a member of Stoney Point Fire Department is successful completion of the department's Recruit Training Program and Driver's Training Program. However, the following education and certification is highly encouraged for volunteer members and the minimum requirement for career members:

- High School Diploma, or General Education Diploma
- North Carolina Class B driver's license
- North Carolina IFSAC certified Firefighter (preferred)
- North Carolina IFSAC certified Driver Operator Pumps (preferred)
- North Carolina IFSAC certified Emergency Vehicle Driver (preferred)
- North Carolina IFSAC certified Driver Operator Aerials (preferred)
- North Carolina certified Emergency Medical Technician (preferred)
- North Carolina IFSAC certified HAZMAT Operations level responder (preferred)
- North Carolina IFSAC certified Technical Rescuer (preferred)



### **Fire Lieutenant**

Performs difficult protective service directing and supervises a Fire Company or performs specialized work within the department; performs related tasks as required. Exercises supervision over assigned shift personnel. Performs Incident Command duties and the following typical tasks:

- Respond to fire alarms, directs the work of fire suppression personnel
- Instruct subordinate fire personnel in duty assignment and procedures
- Supervise and participate in the task of extinguishing fires and the performance of related life and property protection
- Supervise and participate in the task of incident stabilization, technical rescue, hazardous materials, and emergency medical response
- Direct the training activities of assigned personnel in all phases of firefighting, rescue, medical, and hazardous materials response
- Operate pumps and apparatus at incident scene; regulates water pressure to ensure required pressure at the nozzle as needed
- Performs Incident Command or other supervisory role at the incident scene as assigned
- Supervise the daily operations within a fire station; ensures task completion and that an adequate inventory of necessary equipment is available
- Supervise and conduct hydrant testing, hose testing, apparatus, and pump testing
- Identifies principal types of building construction and the fire behaviors expected of each type of building construction
- Prepares and submits required incident and maintenance reports
- Initiates pre-incident planning programs
- Supervise the maintenance and testing of apparatus and equipment
- Develops and instruct training programs, supervises drills, and requests training classes
- Maintain records and complete operational and personnel reports; evaluate performance of subordinates
- Assist with Public Relations and Public Education events, such as station tours, demonstrations, and other programs
- Perform special area or project assignment tasks as assigned
- Perform other firefighting and related emergency tasks consistent with appropriate NFPA standard for duty position
- Performs related tasks as required

**Policy Number**  
**7A.012**  
**Page 5 of 21**



**Fire Lieutenant Knowledge, Skills and Abilities**

The following knowledge, skills and abilities are required of all Fire Lieutenants:

- Thorough knowledge of firefighting and fire suppression techniques and procedures
- Thorough knowledge of pre-incident planning and fire prevention and education
- Thorough knowledge of Fayetteville and Cumberland County layouts and Stoney Point Fire District streets, general knowledge of mutual aid jurisdictions
- Thorough knowledge of the operation of firefighting equipment and apparatus
- Thorough knowledge of emergency medical techniques and procedures
- Thorough knowledge of apparatus operation and maintenance
- Thorough knowledge of technical firefighting and the principles of hydraulics as applied to fire suppression
- Thorough knowledge of hazardous materials operations level assignments
- Thorough knowledge of Technical Rescue principles and techniques
- Thorough knowledge of the Incident Command System
- General knowledge of fire prevention methods and ordinances
- General knowledge of the department's rules and regulations
- General knowledge of supervisory principles and practices
- Ability to understand and follow oral and written instructions
- Ability to establish effective working relationships with other members and the public
- Ability to operate equipment and apparatus safely and effectively
- Ability to effectively supervise other members during routine tasks and emergency incidents
- Possession of physical endurance, agility, and basic mechanical aptitude

**Policy Number**

**7A.012**

**Page 6 of 21**



**Fire Lieutenant Education and Experience**

The minimum standard of Fire Lieutenant education and experience for operation as a member of Stoney Point Fire Department is successful completion of the following certifications and sufficient firefighting operations experience:

- High School Diploma, or General Education Diploma
- Associate Degree with course work in fire science or related field (preferred)
- North Carolina Class B driver's license
- North Carolina IFSAC certified Firefighter
- North Carolina IFSAC certified HAZMAT Operations level responder
- North Carolina IFSAC certified Fire Instructor I
- North Carolina IFSAC certified Fire Officer I
- North Carolina IFSAC certified Driver Operator Pumps (preferred)
- North Carolina IFSAC certified Emergency Vehicle Driver (preferred)
- North Carolina IFSAC certified Driver Operator Aerials (preferred)
- North Carolina certified Emergency Medical Technician (preferred)
- North Carolina IFSAC certified Technical Rescuer (preferred)

**Policy Number**

**7A.012**

**Page 7 of 21**



### **Fire Captain**

Performs difficult protective service directing and supervises a Fire Company or performs specialized work within the department; performs related tasks as required. Exercises supervision over assigned shift personnel. Performs Incident Command duties and the following typical tasks:

- Respond to fire alarms, directs the work of fire suppression personnel
- Instruct subordinate fire personnel in duty assignment and procedures
- Supervise and participate in the task of extinguishing fires and the performance of related life and property protection
- Supervise and participate in the task of incident stabilization, technical rescue, hazardous materials, and emergency medical response
- Direct the training activities of assigned personnel in all phases of firefighting, rescue, medical, and hazardous materials response
- Operate pumps and apparatus at incident scene; regulates water pressure to ensure required pressure at the nozzle as needed
- Performs Incident Command or other supervisory role at the incident scene as assigned
- Supervise the daily operations within a fire station; ensures task completion and that an adequate inventory of necessary equipment is available
- Supervise and conduct hydrant testing, hose testing, apparatus, and pump testing
- Identifies principal types of building construction and the fire behaviors expected of each type of building construction
- Prepares and submits required incident and maintenance reports
- Initiates pre-incident planning programs
- Supervise the maintenance and testing of apparatus and equipment
- Develops and instruct training programs, supervises drills, and requests training classes
- Maintain records and complete operational and personnel reports; evaluate performance of subordinates
- Assist with Public Relations and Public Education events, such as station tours, demonstrations, and other programs
- Perform special area or project assignment tasks as assigned
- Perform other firefighting and related emergency tasks consistent with appropriate NFPA standard for duty position
- Performs related tasks as required

**Policy Number**

**7A.012**

**Page 8 of 21**





**Fire Captain Knowledge, Skills and Abilities**

The following knowledge, skills and abilities are required of all Fire Captains:

- Thorough knowledge of firefighting and fire suppression techniques and procedures
- Thorough knowledge of pre-incident planning and fire prevention and education
- Thorough knowledge of Fayetteville and Cumberland County layouts and Stoney Point Fire District streets, general knowledge of mutual aid jurisdictions
- Thorough knowledge of the operation of firefighting equipment and apparatus
- Thorough knowledge of emergency medical techniques and procedures
- Thorough knowledge of apparatus operation and maintenance
- Thorough knowledge of technical firefighting and the principles of hydraulics as applied to fire suppression
- Thorough knowledge of hazardous materials operations level assignments
- Thorough knowledge of Technical Rescue principles and techniques
- Thorough knowledge of the Incident Command System
- General knowledge of fire prevention methods and ordinances
- General knowledge of the department's rules and regulations
- General knowledge of supervisory principles and practices
- Ability to understand and follow oral and written instructions
- Ability to establish effective working relationships with other members and the public
- Ability to operate equipment and apparatus safely and effectively
- Ability to effectively supervise other members during routine tasks and emergency incidents
- Possession of physical endurance, agility, and basic mechanical aptitude

**Policy Number**

**7A.012**

**Page 9 of 21**



### **Fire Captain Education and Experience**

The minimum standard of Fire Captain education and experience for operation as a member of Stoney Point Fire Department is successful completion of the following certifications and extensive firefighting operations and supervisory experience:

- High School Diploma, or General Education Diploma
- Associate Degree with course work in fire science or related field (preferred)
- North Carolina Class B driver's license
- North Carolina IFSAC certified Firefighter
- North Carolina IFSAC certified HAZMAT Operations level responder
- North Carolina IFSAC certified Fire Instructor I and II
- North Carolina IFSAC certified Fire Officer I and II
- Incident Command System 300 completion
- North Carolina IFSAC certified Driver Operator Pumps (preferred)
- North Carolina IFSAC certified Emergency Vehicle Driver (preferred)
- North Carolina IFSAC certified Driver Operator Aerials (preferred)
- North Carolina certified Emergency Medical Technician (preferred)
- North Carolina IFSAC certified Technical Rescuer (preferred)

**Policy Number**

**7A.012**

**Page 10 of 21**

### **Training Officer**

Performs difficult protective services and responsible administrative work in the development and administration of training programs with the department; performs related tasks as required. Work is performed under regular supervision. Supervision is exercised over subordinate protective service personnel during instruction.

Performs Incident Command duties and the following typical tasks:

- Develop the training policies, goals, and objectives of the department
- Identify training needs, prepare, and evaluate training programs
- Develop schedules and supervise recruit and in-service training
- Respond to large incidents to observe safety and operational practices for use in assessing training needs
- Observe instructional techniques of Company Officers
- Suggest alternative training methods or approaches as appropriate
- Select, requisition, and distribute instructional materials
- Maintain training records and prepare monthly reports
- Participate in evaluation of candidates for promotion
- Acquire and maintain the latest materials and resources concerning training and extinguishing methods to be available to all Fire Department personnel
- Performs related tasks as required



**Training Officer Knowledge, Skills and Abilities**

The Training Officer shall be proficient in the knowledge, skills, and abilities of all duty positions within the department to include:

- Thorough knowledge of firefighting and fire suppression techniques and procedures
- Thorough knowledge of fire prevention techniques and methods
- Thorough knowledge of pre-incident planning and fire prevention and education
- Thorough knowledge of the department's rules and regulations
- Thorough knowledge of the operation of firefighting equipment and apparatus
- Thorough knowledge of emergency medical techniques and procedures
- Thorough knowledge of the principles and practices of educational methods
- Thorough knowledge of apparatus and equipment operation and maintenance
- Thorough knowledge of technical firefighting and the principles of hydraulics as applied to fire suppression
- Thorough knowledge of hazardous materials operations level assignments
- Thorough knowledge of Technical Rescue principles and techniques
- Thorough knowledge of the Incident Command System
- Ability to evaluate the effectiveness of the training program
- Ability to reduce complex tasks into easily understood presentations
- Ability to establish and maintain an effective working relationship with instructors, schools and other officials
- Ability to operate equipment and apparatus safely and effectively
- Ability to effectively supervise other members during training evolutions
- Possession of physical endurance, agility, and basic mechanical aptitude

**Policy Number**

**7A.012**

**Page 11 of 21**



### **Training Officer Education and Experience**

The minimum standard of the Training Officer education and experience for operation as a member of Stoney Point Fire Department is successful completion of the following certifications and extensive firefighting operations and supervisory experience:

- Associate Degree with course work in fire science or related field (preferred)
- North Carolina Class B driver's license
- North Carolina IFSAC certified Firefighter
- North Carolina IFSAC certified HAZMAT Operations level responder
- North Carolina IFSAC certified Fire Instructor I, II, and III
- North Carolina IFSAC certified Fire Officer I, II (Fire Officer III preferred)
- Incident Command System 300 completion
- Incident Command System 400 completion
- North Carolina IFSAC certified Driver Operator Pumps
- North Carolina IFSAC certified Emergency Vehicle Driver
- North Carolina IFSAC certified Driver Operator Aerials
- North Carolina certified Emergency Medical Technician
- North Carolina IFSAC certified Technical Rescuer

**Policy Number**

**7A.012**

**Page 12 of 21**

### **Division Fire Chief**

Performs difficult professional and administrative work assisting in directing the full activities of the fire department. Exercises supervision over assigned personnel. Performs Incident Command duties and the following typical tasks:

- Plan, coordinate, direct, and review activities of personnel performing fire prevention and suppression activities
- Review, formulate, recommend, and enforce departmental operating policies and procedures
- Review, plan, and direct the recruit training program
- Direct the fire prevention and fire education program
- Supervise fire safety information, education, and fire prevention programs
- Review, prepare and quality checks reports on incidents and activities
- Supervise personnel administration including recruitment, selection, promotion, discipline, and performance evaluations.
- Prepare reports for officials, state, and national organizations as directed
- Coordinate with other departments and agencies as directed
- Assist with the preparation and administration of the department budget and monitor expenditures
- Perform duties as On Call Duty Chief, conduct Incident Command as required
- Performs related tasks as required



**Division Chief Knowledge, Skills and Abilities**

The Division Chief shall be proficient in the knowledge, skills, and abilities of all duty positions within the department to include:

- Thorough knowledge of fire administration, organization, staffing, and records
- Thorough knowledge of equipment management and maintenance procedures
- Thorough knowledge of firefighting and fire suppression techniques and procedures
- Thorough knowledge of pre-incident planning and fire prevention and education
- Thorough knowledge of Fayetteville and Cumberland County layouts and Stoney Point Fire District streets, general knowledge of mutual aid jurisdictions
- Thorough knowledge of the operation of firefighting equipment and apparatus
- Thorough knowledge of emergency medical techniques and procedures
- Thorough knowledge of apparatus operation and maintenance
- Thorough knowledge of technical firefighting and the principles of hydraulics as applied to fire suppression
- Thorough knowledge of hazardous materials operations level assignments
- Thorough knowledge of Technical Rescue principles and techniques
- Thorough knowledge of the Incident Command System
- Thorough knowledge of fire prevention methods and ordinances
- Thorough knowledge of the department's rules and regulations
- Thorough knowledge of supervisory principles and practices
- General knowledge of the principles and practices of educational methods
- General knowledge of budget and contracting processes
- Ability to plan, organize, and review personnel activities to maintain discipline
- Ability to exercise judgement in emergencies
- Ability to analyze the effectiveness of the organization and institute improvements
- Ability to understand and follow oral and written instructions
- Ability to establish effective working relationships with other members and the public
- Ability to operate equipment and apparatus safely and effectively
- Ability to effectively supervise other members during routine tasks and emergency incidents
- Possession of physical endurance, agility, and basic mechanical aptitude

**Policy Number**

**7A.012**

**Page 13 of 21**



### **Division Chief Education and Experience**

The minimum standard of Division Chief education and experience for operation as a member of Stoney Point Fire Department is successful completion of the following certifications and extensive firefighting and supervisory experience:

- Bachelor's Degree with course work in fire science or related field (preferred)
- North Carolina Class B driver's license
- North Carolina IFSAC certified Firefighter
- North Carolina IFSAC certified HAZMAT Operations level responder
- North Carolina IFSAC certified Fire Instructor I, II (Fire Instructor III preferred)
- North Carolina IFSAC certified Fire Officer I, II and III
- Incident Command System 300 completion
- Incident Command System 400 completion
- North Carolina IFSAC certified Driver Operator Pumps
- North Carolina IFSAC certified Emergency Vehicle Driver
- North Carolina IFSAC certified Driver Operator Aerials
- North Carolina certified Emergency Medical Technician
- North Carolina IFSAC certified Technical Rescuer
- Enrollment into the Chief Fire Officer's program

**Policy Number**

**7A.012**

**Page 14 of 21**

### **Assistant Fire Chief**

Performs difficult professional and administrative work assisting in directing the full activities of the fire department. Exercises supervision over assigned personnel. Performs Incident Command duties and the following typical tasks:

- Plan, coordinate, direct, and review activities of personnel performing fire prevention and suppression activities
- Review, formulate, recommend, and enforce departmental operating policies and procedures
- Direct the fire prevention and fire education program
- Supervise fire safety information, education, and fire prevention programs
- Review, prepare and quality checks reports on incidents and activities
- Supervise personnel administration including recruitment, selection, promotion, discipline, and performance evaluations.
- Prepare reports for officials, state, and national organizations as directed
- Coordinate with other departments and agencies as directed
- Assist with the preparation and administration of the department budget and monitor expenditures
- Perform duties as On Call Duty Chief, conduct Incident Command as required
- Performs related tasks as required



### **Assistant Fire Chief Knowledge, Skills and Abilities**

The Assistant Fire Chief shall be proficient in the knowledge, skills, and abilities of all duty positions within the department to include:

- Thorough knowledge of fire administration, organization, staffing, and records
- Thorough knowledge of equipment management and maintenance procedures
- Thorough knowledge of firefighting and fire suppression techniques and procedures
- Thorough knowledge of pre-incident planning and fire prevention and education
- Thorough knowledge of Fayetteville and Cumberland County layouts and Stoney Point Fire District streets, general knowledge of mutual aid jurisdictions
- Thorough knowledge of the operation of firefighting equipment and apparatus
- Thorough knowledge of emergency medical techniques and procedures
- Thorough knowledge of apparatus operation and maintenance
- Thorough knowledge of technical firefighting and the principles of hydraulics as applied to fire suppression
- Thorough knowledge of hazardous materials operations level assignments
- Thorough knowledge of Technical Rescue principles and techniques
- Thorough knowledge of the Incident Command System
- Thorough knowledge of fire prevention methods and ordinances
- Thorough knowledge of the department's rules and regulations
- Thorough knowledge of supervisory principles and practices
- General knowledge of the principles and practices of educational methods
- General knowledge of budget and contracting processes
- Ability to plan, organize, and review personnel activities to maintain discipline
- Ability to exercise judgement in emergencies
- Ability to analyze the effectiveness of the organization and institute improvements
- Ability to understand and follow oral and written instructions
- Ability to establish effective working relationships with other members and the public
- Ability to operate equipment and apparatus safely and effectively
- Ability to effectively supervise other members during routine tasks and emergency incidents
- Possession of physical endurance, agility, and basic mechanical aptitude

**Policy Number**

**7A.012**

**Page 15 of 21**



### **Assistant Fire Chief Education and Experience**

The minimum standard of Assistant Fire Chief education and experience for operation as a member of Stoney Point Fire Department is successful completion of the following certifications and extensive firefighting and supervisory experience:

- Bachelor's Degree with course work in fire science or related field (preferred)
- North Carolina Class B driver's license
- North Carolina IFSAC certified Firefighter
- North Carolina IFSAC certified HAZMAT Operations level responder
- North Carolina IFSAC certified Fire Instructor I, II (Fire Instructor III preferred)
- North Carolina IFSAC certified Fire Officer I, II and III
- Incident Command System 300 completion
- Incident Command System 400 completion
- North Carolina IFSAC certified Driver Operator Pumps
- North Carolina IFSAC certified Emergency Vehicle Driver
- North Carolina IFSAC certified Driver Operator Aerials
- North Carolina certified Emergency Medical Technician
- North Carolina IFSAC certified Technical Rescuer
- Completion of the Chief Fire Officer's program

**Policy Number**

**7A.012**

**Page 16 of 21**

### **Deputy Fire Chief**

Performs difficult professional and administrative work assisting in directing the full activities of the fire department. Exercises supervision over assigned personnel. Performs Incident Command duties and the following typical tasks:

- Assume Fire Chief responsibilities in the absence of the Fire Chief
- Plan, coordinate, direct, and review activities of personnel performing fire prevention and suppression activities
- Review, formulate, recommend, and enforce departmental operating policies and procedures
- Direct the fire prevention and fire education program
- Supervise fire safety information, education, and fire prevention programs
- Supervise personnel administration including recruitment, selection, promotion, discipline, and performance evaluations.
- Prepare reports for officials, state, and national organizations as directed
- Coordinate with other departments and agencies as directed
- Assist with the preparation and administration of the department budget and monitor expenditures
- Perform duties as On Call Duty Chief, conduct Incident Command as required
- Performs related tasks as required





### **Deputy Fire Chief Knowledge, Skills and Abilities**

The Deputy Fire Chief shall be proficient in the knowledge, skills, and abilities of all duty positions within the department to include:

- Thorough knowledge of fire administration, organization, staffing, and records
- Thorough knowledge of equipment management and maintenance procedures
- Thorough knowledge of firefighting and fire suppression techniques and procedures
- Thorough knowledge of pre-incident planning and fire prevention and education
- Thorough knowledge of Fayetteville and Cumberland County layouts and Stoney Point Fire District streets, general knowledge of mutual aid jurisdictions
- Thorough knowledge of the operation of firefighting equipment and apparatus
- Thorough knowledge of emergency medical techniques and procedures
- Thorough knowledge of apparatus operation and maintenance
- Thorough knowledge of technical firefighting and the principles of hydraulics as applied to fire suppression
- Thorough knowledge of hazardous materials operations level assignments
- Thorough knowledge of Technical Rescue principles and techniques
- Thorough knowledge of the Incident Command System
- Thorough knowledge of fire prevention methods and ordinances
- Thorough knowledge of the department's rules and regulations
- Thorough knowledge of supervisory principles and practices
- Thorough knowledge of budget and contracting processes
- Thorough knowledge of Fire Chief's duties and responsibilities
- General knowledge of the principles and practices of educational methods
- Ability to plan, organize, and review personnel activities to maintain discipline
- Ability to exercise judgement in emergencies
- Ability to analyze the effectiveness of the organization and institute improvements
- Ability to understand and follow oral and written instructions
- Ability to establish effective working relationships with other members and the public
- Ability to operate equipment and apparatus safely and effectively
- Ability to effectively supervise other members during routine tasks and emergency incidents
- Possession of physical endurance, agility, and basic mechanical aptitude

**Policy Number**

**7A.012**

**Page 17 of 21**



### **Deputy Fire Chief Education and Experience**

The minimum standard of Deputy Fire Chief education and experience for operation as a member of Stoney Point Fire Department is successful completion of the following certifications and extensive firefighting and supervisory experience:

- Bachelor's Degree with course work in fire science or related field (preferred)
- North Carolina Class B driver's license
- North Carolina IFSAC certified Firefighter
- North Carolina IFSAC certified HAZMAT Operations level responder
- North Carolina IFSAC certified Fire Instructor I, II (Fire Instructor III preferred)
- North Carolina IFSAC certified Fire Officer I, II and III
- Incident Command System 300 completion
- Incident Command System 400 completion
- North Carolina IFSAC certified Driver Operator Pumps
- North Carolina IFSAC certified Emergency Vehicle Driver
- North Carolina IFSAC certified Driver Operator Aerials
- North Carolina certified Emergency Medical Technician
- North Carolina IFSAC certified Technical Rescuer
- Completion of the Chief Fire Officer's program

**Policy Number**

**7A.012**

**Page 18 of 21**



### **Fire Chief**

Performs difficult professional and administrative work assisting in directing the full activities of the fire department. Exercises supervision over assigned personnel. Performs Incident Command duties and the following typical tasks:

- Assists the Assistant Fire Chief's in the planning and directing the activities of the career and volunteer shifts
- Plan, coordinate, direct, and review activities of personnel performing fire prevention and suppression activities
- Review, formulate, recommend, and enforce departmental operating policies and procedures
- Direct the fire prevention and fire education program
- Supervise fire safety information, education, and fire prevention programs
- Supervise personnel administration including recruitment, selection, promotion, discipline, and performance evaluations.
- Prepare reports for officials, state, and national organizations as directed
- Coordinate with other departments and agencies as directed
- Assist with the preparation and administration of the department budget and monitor expenditures
- Perform duties as On Call Duty Chief, conduct Incident Command as required
- Ensures the proper condition and appearance of equipment, stations, and personnel
- Supervise and review job performance evaluations for all personnel within the department
- Develop fire protection contracts with neighboring jurisdictions
- Monitor administrative and human resources objectives, training reports, leave usage, holiday, and vacation status of assigned members
- Prepare reports for officials, state, and national organizations as required
- Recommend changes in response patterns
- Assist in the administration of the training programs as prescribed by the Training Officer
- Attend County, Fayetteville, and North Carolina coordination meetings

**Policy Number**

**7A.012**

**Page 19 of 21**



**Fire Chief Knowledge, Skills and Abilities**

The Fire Chief shall be proficient in the knowledge, skills, and abilities of all duty positions within the department to include:

- Thorough knowledge of fire administration, organization, staffing, and records
- Thorough knowledge of equipment management and maintenance procedures
- Thorough knowledge of firefighting and fire suppression techniques and procedures
- Thorough knowledge of pre-incident planning and fire prevention and education
- Thorough knowledge of Fayetteville and Cumberland County layouts and Stoney Point Fire District streets, general knowledge of mutual aid jurisdictions
- Thorough knowledge of the operation of firefighting equipment and apparatus
- Thorough knowledge of emergency medical techniques and procedures
- Thorough knowledge of apparatus operation and maintenance
- Thorough knowledge of technical firefighting and the principles of hydraulics as applied to fire suppression
- Thorough knowledge of hazardous materials operations level assignments
- Thorough knowledge of budget and contracting processes
- Thorough knowledge of Technical Rescue principles and techniques
- Thorough knowledge of the Incident Command System
- Thorough knowledge of fire prevention methods and ordinances
- Thorough knowledge of the department’s rules and regulations
- Thorough knowledge of supervisory principles and practices
- Thorough knowledge of Fire Chief’s duties and responsibilities
- General knowledge of the principles and practices of educational methods
- Ability to plan, organize, and review personnel activities to maintain discipline
- Ability to exercise judgement in emergencies
- Ability to analyze the effectiveness of the organization and institute improvements
- Ability to understand and follow oral and written instructions
- Ability to establish effective working relationships with other members and the public
- Ability to operate equipment and apparatus safely and effectively
- Ability to effectively supervise other members during routine tasks and emergency incidents
- Ability to program and implement activities
- Possession of physical endurance, agility, and basic mechanical aptitude

**Policy Number**  
**7A.012**  
**Page 20 of 21**



### **Fire Chief Education and Experience**

The minimum standard of Fire Chief education and experience for operation as a member of Stoney Point Fire Department is successful completion of the following certifications and extensive firefighting and supervisory experience:

- Bachelor's Degree with course work in fire science or related field (preferred)
- North Carolina Class B driver's license
- North Carolina IFSAC certified Firefighter
- North Carolina IFSAC certified HAZMAT Operations level responder
- North Carolina IFSAC certified Fire Instructor I, II (Fire Instructor III preferred)
- North Carolina IFSAC certified Fire Officer I, II and III
- Incident Command System 300 completion
- Incident Command System 400 completion
- North Carolina IFSAC certified Driver Operator Pumps
- North Carolina IFSAC certified Emergency Vehicle Driver
- North Carolina IFSAC certified Driver Operator Aerials
- North Carolina certified Emergency Medical Technician
- North Carolina IFSAC certified Technical Rescuer
- Completion of the Chief Fire Officer's program

### **References**

National Incident Management System  
NFPA 1001  
NFPA 1002  
NFPA 1006  
NFPA 1021  
NFPA 1041  
NFPA 1072  
Stoney Point Fire Department By Laws

**Policy Number**

**7A.012**

**Page 21 of 21**