Wake County
Fire Compensation
Administrative Guidelines

Effective July 1, 2016

Revision on November 19, 2020
Revision January 15, 2022
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INTRODUCTION

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

Northern Wake Fire Department
Durham Highway Fire Department
Fairview Fire Department
Garner Fire Department
Hopkins Fire Department
Rolesville Fire Department
Swift Creek Fire Department
Wake-New Hope Fire Department
Wendell Fire Department
Western Wake Fire/Rescue Department

1. GUIDELINES FOR EMPLOYEES HIRED PRIOR TO REVISION

1.1 All full-time and part-time employees who are employed prior to July 1, 2016 must meet the certifications and experience requirements outlined in section 5, which is the current model.

1.2 Employees who fall into the category of 1.1 will not be required to meet the new adopted requirements for their current position but must meet them to move up in ranks.

1.3 All current employees will be assigned to their proper position according to the new Wake County Fire Services positions, outlined in this section (figure 1).

1.4 All current employees meeting the requirements for their positions shall be paid at not less than the minimum salary indicated for their range.

Wake County Fire Services Positions (figure 1)

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

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

2.1 All full-time and part-time employees who are employed on or after July 1, 2016 must meet the certifications and experience requirements outlined in section 6.

2.2 New or promoted employees must be hired or promoted in at not less than the minimum salary indicated for their range.

2.3 If money is available from a position vacancy, qualified applicants can be hired at higher than starting pay within the appropriate pay band.

2.4 Any newly created positions or changes in positions from one rank to another that require additional funding must be approved through the County budget process through an expansion request.

2.5 All departments can work with the compensation/staffing committee to determine if personnel meet the requirements or if departmental changes fall into the compensation guidelines (see appendix B for documents needed).

2.6 All new applicants, volunteer or paid, shall consent to a background check as outlined in N.C.G.S 143B-943 and specifically section 3. This background check includes a fingerprint check in the State and National Database. Fire Chief is responsible to ensure this record is reviewed against the listed offenses in N.C G S 143B-943 section (A) Item 2 and all records are maintained. Fire Chief shall consult with the Wake County Fire Services Director on any items from N.C.G.S 143B-943 Section 3 (d) if any of the convictions are to be waived.

3. GENERAL COMPENSATION GUIDELINES

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

Non-Exempt Employees

3.2 A full-time employee:

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

3.3 A part-time employee:

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

Exempt Employees (Executive Officers)

3.3.1 A full-time Executive Officer:

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

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

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

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

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

3.5.1 A volunteer fire chief:

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

3.5.2 The maximum annual stipend for volunteer Assistant or Deputy Chief Officers is $8000 annually per station.

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

3.6 Annual merit increases are based on the annual approved amount by the Wake County Commissioners.

3.7 No employee's base salary may be raised beyond the maximum of the designated range.

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

3.9 For employees whose salary reaches or exceeds the maximum of his or her pay range, the employee shall be eligible for a merit pay "bonus" payment, which will not become part of the employee's base pay until the top of the pay band is adjusted and "passes" the employee.

3.10 Salaries that do not comply with these Guidelines will not be funded in a department's adopted Wake County budget.

3.11 Non-Exempt Employees shall be paid overtime at a rate of 1 ½ times their hourly rate for hours exceeding 40 hours in a work week. An employee must physically work 40 hours in a week to receive the overtime rate. An employee who does not physically work 40 hours in a week shall be paid at the regular hourly rate for all hours over 40.

3.12 All shift personnel will receive 8 hours of straight pay (holiday pay) for each holiday the County observes when they are scheduled off for that holiday. If they are scheduled to work on the observed holiday, then they will **not** receive holiday pay but instead receive holiday premium pay (double their hourly rate) for all hour's worked on the holiday, up to twenty-four (24) hours even if they do not exceed 40 hours a week. All holiday pay and holiday premium pay will be paid out and will not be banked for future use.

3.12.1 Wake County Observed Holidays (13 Total Holidays)

New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving (two days)
Juneteenth	Christmas (three days)

All the holidays listed above are either a legal public holiday established by the North Carolina State Legislature or a related day (ex. three days at Christmas).

For Exempt non-shift employees: Unless a special schedule has been adopted, when the County observed holiday falls on a Saturday, the previous Friday is observed. When the holiday falls on a Sunday, the following Monday is observed.

3.13 Departments shall comply with the applicable laws and standards for FSLA and DOL in regard to compensation.

3.14 Firefighter 3 positions may be utilized by departments for One Firefighter on each shift per staffed apparatus if they meet the requirements set forth in the Wake County Fire Compensation Administrative Guidelines.

3.15 **Federal Standard (Affordable Care Act - ACA)**

Under the ACA:

- Employers with 50 or more full-time equivalent (FTE) employees are required to offer health insurance to employees who work:
  - 30 or more hours per week, or
  - 130 or more hours per month (on average).

  So, if a part-time employee averages 30+ hours per week, the employer must offer health benefits to avoid potential penalties.

FIREFIGHTERS & THE ACA

Exemption for Volunteer Firefighters

Under the ACA, volunteer firefighters are not considered employees for the purpose of determining full-time status or employer size if they meet certain conditions:

- In 2014, the IRS and U.S. Department of the Treasury clarified that:

Bona fide volunteers who receive only nominal compensation, such as stipends, per-call payments, or reimbursements, are not treated as employees under the ACA.
This means:

- Their hours do not count toward the 30-hour threshold that would require offering health insurance.
- Their hours also do not count toward the employer's total full-time equivalent (FTE) count (for determining if the employer is an "Applicable Large Employer" or ALE under the ACA).

Career (Paid) Firefighters

Paid firefighters (as regular employees) are subject to ACA rules, just like any other employee:

- If a paid firefighter works and average of 30+ hours/week or 130+ hours/month, the employer must offer minimum essential coverage or face ACA penalties.
- Their hours do count toward determining if the fire department or municipality is an ALE.

Combination Departments (Volunteer + Paid Staff)

- Only the paid staff's hours count toward the ACA coverage threshold and ALE determination.
- Volunteer hours are excluded, assuming they are truly volunteer and not compensated beyond nominal amounts.

Be Careful About "Nominal Compensation"

- If a "volunteer" receives wages, significant stipends, or benefits similar to a paid employee, the IRS may reclassify them as an employee, which could trigger ACA obligations.

Summary

Type of Firefighter	ACA Coverage Requirement?	Hours Count Toward ACA FTE?
Volunteer (nominal pay only)	❌ No	❌ No
Paid/Career	✅ Yes (if avg 30+ hrs/week)	✅ Yes
Mixed Roles (e.g., paid on-call with substantial pay)	⚠️ Possibly	⚠️ Possibly

Other Benefits (Non-ACA)

For benefits other than health insurance (like paid time off, retirement, etc.), the rules vary:

- No federal law mandates benefits for part-time employees.
- Many employers define part-time status (e.g., under 20, 24, or 30 hours/week) and choose whether to offer benefits.
- Paid firefighters may be eligible for participation in the Local Governmental Employees' Retirement System (LGERS) if they are employed by an LGERS-participating employer in a regular position that requires at least 1,000 hours of work per calendar year.
    - However, they would not be eligible to contribute to LGERS if their role is considered temporary employment or statutorily required interim employment.

4. COMPENSATION SYSTEM MAINTAINANCE

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

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

5. CERTIFICATION AND EXPERIENCE REQUIREMENTS FOR EXISTING EMPLOYEES

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

Position	Certification and Qualification Requirements
Firefighter 1 (Probationary Firefighter)	• **Valid Driver's License and "safe" driving record**
Firefighter 2 (Firefighter)	• **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** • **Valid Driver's License and "safe" driving record**
Firefighter 3 (Asst. Driver)	**Did not exist prior to July 1, 2016**
Driver/ Operator (Driver Operators and Lieutenants)	• **All above** • **NC Emergency Vehicle Driver (NFPA 1002)** • **NC Driver/Operator-Pumps (NFPA 1002)** • **NC Driver/Operator-Aerial (NFPA 1002, if required by department policy)**
Officer 1 (Captain)	• **All above** • **NC Level I Fire Officer (NFPA 1021)** • **Completion of NC Community College Educational Methodology Course**
Officer 2 (District Chief)	• **All Above** • **NC Fire Officer II (NFPA 1021)**
Executive Officer 1 (Asst. Chief)	**Did not exist prior to July 1, 2016**
Executive Officer 2 (Deputy Chief)	**Did not exist prior to July 1, 2016**
Executive Officer 3 (Fire Chief)	• **All Above, or equivalent** • **NC Chief 101 (required by NCOSFM)**

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

Position Title	Years of Experience
Firefighter 1	**None required**
Firefighter 2	**None required**
Firefighter 3	**Does not exist**
Driver/Operator	**2 years in fire service, 1 as a Firefighter**
Officer 1	**4 years in fire service, 1 as Driver/Operator**
Officer 2	**7 years in fire service, 2 as Officer 1**
Executive Officer 1	**(This position does not currently exist)**
Executive Officer 2	**(This position does not currently exist)**
Executive Officer 3	**10 years in fire service, 2 as an Officer 2 if it exists, it no 2 as Officer 1.**
Administrative Specialist	**1 year or equivalent experience**
Administrative Coordinator	**2 years**

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

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

Code	Position	Working Titles	Certification and Qualification Requirements
FS 1	Firefighter 1	Probationary Firefighter	• Valid Driver's License and "safe" driving record, must meet Firefighter 2 in 12 months
FS 2	Firefighter 2	Firefighter	• Firefighter Level I and II (NFPA 1001) (IFSAC, ProBoard, DOD) • Hazardous Materials Responder – Level 1 (NFPA 472 and OSHA 29 CFR 1910.120) (IFSAC, ProBoard, DOD) • NIMS 100, 200, 700, 800 (meeting objectives of NFPA 1561) • Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003. • NC EMT • Valid Driver's License and "safe" driving record
FS 3	Firefighter 3	Sr. Firefighter, Master Firefighter, 1st Class Firefighter	• All above • Emergency Vehicle Driver (NFPA 1002) • D/O Pumps Intro/Basic Ops • D/O Pump Hydr/Water Supply
FS 4	Driver/ Operator	Engineer, Lieutenant, Driver	• All above • Driver/Operator-Pumps certification (NFPA 1002)(IFSAC, ProBoard, DOD) • Driver/Operator-Aerial (NFPA 1002, if required by department policy) (IFSAC, ProBoard, DOD)
FS 5	Officer 1 (Company Officer)	Captain	• All above • Fire Officer 1 (NFPA 1021) (IFSAC, ProBoard, DOD) • NIMS 300 and 400
FS 6	Officer 2 (Chief Officer)	District, Battalion, Division Chief	• All above • NC Fire Officer 2 (NFPA 1021)(IFSAC, ProBoard, DOD)
FS 7	Executive Officer 1	Assistant Chief	• Firefighter Level I and II (NFPA 1001) (IFSAC, ProBoard, DOD) • Hazardous Materials Responder – Level 1 (NFPA 472 and

			OSHA 29 CFR 1910.120) (IFSAC, ProBoard, DOD) • NIMS 100, 200, 300, 400, 700, 800 (meeting objectives of NFPA 1561) • Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003. • Associate's degree related to fire service management or education and experience equivalent. • Valid Driver's License and "safe" driving record
FS 8	Executive Officer 2	Deputy Chief	• Firefighter Level I and II (NFPA 1001) (IFSAC, ProBoard, DOD) • Hazardous Materials Responder – Level 1 (NFPA 472 and OSHA 29 CFR 1910.120) (IFSAC, ProBoard, DOD) • NIMS 100, 200, 300, 400, 700, 800 (meeting objectives of NFPA 1561) • Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003. • Bachelor's Degree related to fire service management or education and experience equivalent. • Valid Driver's License and "safe" driving record
FS 9	Executive Officer 3	Fire Chief	• Firefighter Level I and II (NFPA 1001) (IFSAC, ProBoard, DOD) • Hazardous Materials Responder – Level 1 (NFPA 472 and OSHA 29 CFR 1910.120) (IFSAC, ProBoard, DOD) • NIMS 100, 200, 300, 400, 700, 800 (meeting objectives of NFPA 1561) • Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003. • Bachelor's Degree related to fire service management or education and experience equivalent. • NC Chief 101(within 12 months) • Valid Driver's License and "safe" driving record

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

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

6.3 Equivalent Experience and Education

Executive Officer 1

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

Executive Officer 2

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

Executive Officer 3

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

Department Business Officer

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

7. CERTIFICATION AND EXPERIENCE REQUIREMENTS FOR VOLUNTEERS

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

8. STANDARDIZED RETIREMENT FUNDING

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

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

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

9. 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

Vacation	Months of Service	Hours Earned Annually		Vacation	Months of Service	Hours Earned Annually
	1 – 23	96			1 – 23	135
	24 – 59	112			24 – 59	157
	60 – 119	136			60 – 119	191
	120 – 179	160			120 – 179	225
	180 – 239	184			180 – 239	258
	240 +	208			240 +	292
Sick		96		Sick		135

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

9.1.3 Accumulation of Annual Leave

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

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

9.1.4 Maximum Accumulated Annual Leave

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

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

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

9.1.5 Payment for Annual Leave Upon Separation

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

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

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

9.2 Sick Leave

9.2.1 Sick Leave is a privilege granted to probationary and regular employees and may be used in cases of personal illness, disability or related examination or treatment of an employee or his immediate family.

9.2.2 Accumulation of Sick Leave

9.2.3 On a 40 hour work week employees shall earn sick leave at a rate of 8 hours per calendar month or twelve (12) days per year. Employees on a 56 hour work week shall earn sick leave at a rate of 11.25 hours per month or (17) days per year. Temporary employees do not accrue sick leave.

9.2.4 Sick leave may be granted and taken to allow an employee to attend a family member's funeral or to tend to an ailing member of his immediate family. No employees may be granted sick leave in excess of the amount accumulated. Sick leave may be used only for illness, disability, medical treatment or examination of an employee or his child, spouse, or parent. Leave from work may be charged to sick leave if the absence is due to sickness, bodily injury, quarantine, required physical or dental examinations or treatments, or exposure to a contagious disease in which continued work might jeopardize the health of others.

9.2.5 Sick leave is not compensable in any terminal leave payments when an employee separates from employment. For those departments that are in the State Retirement System unused sick leave shall be counted in computing creditable service in accordance with the North Carolina Local Government Employees' Retirement Systems regulations with regard to sick leave credit.

9.2.6 Sick leave shall be cumulative with no maximum accumulation.

10. COMPENSATION DUE UPON TERMINATION OF EMPLOYMENT

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

11. EMPLOYMENT AGREEMENTS

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

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

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

Appendix A:

Twenty-Four (24) Hour Shift Full Time Employees

Pos	Position Title	Min	Mid	Max	Min	Mid	Max
FS 1	Firefighter 1	16.70	N/A	N/A	55,778		
FS 2	Firefighter 2	17.25	22.69	28.14	57,615	75,785	93,988
FS 3	Firefighter 3	17.80	24.03	30.25	59,452	80,260	101,035
FS 4	Driver/Operator	19.13	25.83	32.52	63,894	86,272	108,616
FS 5	Officer 1 (Company Officer)	20.57	27.77	34.96	68,704	92,752	116,766
FS 6	Officer 2 (Chief Officer)				73,791*	99,619*	125,445*

* Annual salary shown for exempt employees

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

Day Time (40 Hour) Full Time Employees

Grade/ Code	Position Title	Hourly Minimum	Hourly Midpoint	Hourly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
FS 1	Firefighter 1	25.05	-	-	52,104	-	-
FS 2	Firefighter 2	25.88	34.04	42.22	53,830	70,803	87,818
FS 3	Firefighter 3	26.70	36.04	45.38	55,536	74,963	94,390
FS 4	Driver/Operator	28.69	38.74	48.78	59,675	80,579	101,462
FS 5	Officer 1 (Company Officer)	30.85	41.65	52.44	64,168	86,632	109,075
FS 6	Officer 2 (Chief Officer)				73,791*	99,619*	125,445*
FS 7	Executive Officer 1(Asst. Chief)				84,860*	114,561*	144,262*
FS 8	Executive Officer 2 (Deputy Chief)				97,950*	131,745*	165,901*
FS 9	Executive Officer 3(Fire Chief)				112,229*	151,506*	190,786*
FS10	Administrative Specialist	22.48	26.49	30.51	46,758	55,099	63,461
FS11	Administrative Coordinator	23.57	30.28	37.00	49,026	62,982	76,960
FS12	Department Business Officer				66,269*	89,467*	112,663*

* Annual salary shown for exempt employees

Part Time (< 40 Hour) Employees

Grade/Code	Position Title	Minimum	Midpoint	Maximum
FS 1	Firefighter 1	25.05	N/A	N/A
FS 2	Firefighter 2	25.88	N/A	N/A
FS 3	Firefighter 3	26.70	N/A	N/A
FS 4	Driver/Operator	28.69	N/A	N/A
FS 5	Officer 1 (Company Officer)	30.85	N/A	N/A
FS 6	Officer 2 (Chief Officer)	35.48	N/A	N/A
FS 7	Executive Officer 1(Asst. Chief)	40.80	N/A	N/A
FS 8	Executive Officer 2 (Deputy Chief)	46.92	N/A	N/A
FS 9	Executive Officer 3(Fire Chief)	53.95	N/A	N/A
FS 10	Administrative Specialist	22.48	N/A	N/A
FS 11	Administrative Coordinator	23.57	N/A	N/A
FS12	Department Business Officer	31.86	N/A	N/A

Adopted on July 1, 2025

Appendix B:
Acceptable Forms of Documentation

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

1. Certifications and Qualifications

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

2. Time in Position

Documentation: Departments record management system for personnel files.

Appendix C:
Position Classification Descriptions

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

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

Firefighter 1 (FS 1)

FLSA Status: Non-Exempt

Working Title – Probationary Firefighter

BRIEF DESCRIPTION:

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

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

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

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

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	Valid Driver's License and "safe" driving record
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy **X**
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

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

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

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

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Firefighter 2 (FS 2)

FLSA Status: Non-Exempt

Working Title - Firefighter

BRIEF DESCRIPTION:

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

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S 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	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B, Valid Driver's License and "safe" driving record
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

OVERALL PHYSICAL S TRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

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

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

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

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Firefighter 3 (FS 3)

FLSA Status: Non-Exempt

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

BRIEF DESCRIPTION:

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

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	V	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. Fills in to drive fire apparatus to fire and emergency scenes, practicing safe driving techniques, setting up aerial equipment, assessing overhead obstructions as part of placing equipment, traffic control, search and rescue extrication, hazardous materials response and maneuvering aerial ladder to tactically utilize equipment to suppress fire and for rescue operations. Operates fire pumps on apparatus in a proper manner, by calculating fire flows, determining hose line layout, and regulating water pressure to maintain correct and constant pressure or charge of hose.
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	V	Rescues persons from fire and emergency scenes, utilizing fire apparatus extinguishing equipment to suppress fires, and documenting actions when appropriate.
4	M	Maintains and operates fire apparatus by ensuring fire equipment is response ready and operating properly, performing minor repairs, driving engine or aerial truck in various environmental conditions and traffic situations and operating fire pumps, aerial equipment and small motor equipment.

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

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	Two years of fire service experience, Two years as a Certified Firefighter.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B, Valid Driver's License and "safe" driving record **NFPA 1002 Certifications** Emergency Vehicle Driver, D/O Pumps Intro/Basic Ops, and D/O Pump Hydr/Water Supply
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-

	study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy **X**
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

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

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

NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	F

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Driver/Operator (FS 4)

FLSA Status: Non-Exempt

Working Titles – Engineer, Lieutenant, Driver

BRIEF DESCRIPTION:

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

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	V	Drives fire apparatus to fire and emergency scenes, practicing safe driving techniques, setting up aerial equipment, assessing overhead obstructions as part of placing equipment, traffic control, search and rescue extrication, hazardous materials response and maneuvering aerial ladder to tactically utilize equipment to suppress fire and for rescue operations.
2	V	Operates fire pumps on apparatus in a proper manner, by calculating fire flows, determining hose line layout, and regulating water pressure to maintain correct and constant pressure or charge of hose.
3	V	Rescues persons from fire and emergency scenes, utilizing fire apparatus extinguishing equipment to suppress fires, and documenting actions when appropriate.
4	L	When filling in as a company officer - directs, schedules and manages work assignments of various shifts of career and volunteer employees. Provides administrative and training support to fire station personnel on firefighting activities and station operating procedures. Provides direction to career and voluntary firefighting personnel in the station.
5	M	Maintains and operates fire apparatus by ensuring fire equipment is response ready and operating properly, performing minor repairs, driving engine or aerial truck in various environmental conditions and traffic situations and operating fire pumps, aerial equipment and small motor equipment.

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

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	Three years of fire service experience.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B, Valid Driver's License and "safe" driving record **NFPA 1002 Certifications** Emergency Vehicle Driver Driver Operator-Pumps Driver Operator-Aerial (If department has an aerial device)
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy **X**
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

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

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

NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	F

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Officer 1 (FS 5)

FLSA Status: Non-Exempt

Working Title – Captain

BRIEF DESCRIPTION:

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

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

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

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

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	Four years of fire service, one as a Driver/Operator.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B, Valid Driver's License and "safe" driving record **NFPA 1002 Certifications** Emergency Vehicle Driver Driver Operator-Pumps Driver Operator-Aerial (If department has an aerial device) **NFPA 1021 Certifications** Fire Officer 1
Reading	Basic - Ability to recognize meaning of common two- or three-syllable

	words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy **X**	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

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

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

NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F

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

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Officer 2 (FS 6)

FLSA Status: Exempt

Working Titles – District Chief, Division Chief, Battalion Chief

BRIEF DESCRIPTION:

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

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Manages career and volunteer staff for (multiple) station (s). Manages fire equipment and physical resources maintenance programs for (multiple) station(s) structures and grounds.
2	L	Responds to fire and emergency calls by providing incident command support, and emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas. Completes incident reports as required.
3	L	Supervises and reviews job performance evaluations for all personnel within district.
4.	L	Monitors training reports, leave usage, holiday and vacation status of assigned staff. Prepares schedules and maintains records for assigned personnel and other reports as required.
5	L	Provides Department representation to regional, and County Department, Fire Commission, and County Commission. Coordinates Department activities with Regional and County Departments.
6.	L	Maintains current medical and firefighting certifications by participating in continuing education related to medical, fire fighting, driving and computer skills and completing appropriate paperwork for training received.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature in fire safety engineering, fire science, fire protection technology or a related field that may be obtained through a two-year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. High school diploma or GED required.
Experience	Seven years of fire service experience, 2 as an officer 1.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B, Valid Driver's License and "safe" driving record **NFPA 1002 Certifications** Emergency Vehicle Driver Driver Operator-Pumps Driver Operator-Aerial (If department has an aerial device) **NFPA 1021 Certifications** Fire Officer 2
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy **X**	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

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

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

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

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Executive Officer 1 (FS 7)

FLSA Status: Exempt

Working Title – Assistant Chief

BRIEF DESCRIPTION:

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

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Manages career and volunteer staff for (multiple) station (s). Appoint and manage career and voluntary personnel to establish a proper chain of command and supervision of personnel for all firefighting related activities
2	L	Assists the Fire Chief in managing the financial and physical resources of the Department by preparing the Department's budget, monitoring and maintaining the budget, approving expenditures and ensuring appropriate supplies and equipment are procured.
3	L	Responds to fire and emergency calls by providing incident command support, emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas.

4.	L	Manages department's capital projects by planning and scheduling projects, requisitioning and purchasing capital apparatus and equipment as needed, evaluating and recommending the acquirement or replacement of facilities as necessary and assisting in the design and construction of department facilities to meet applicable codes and standards.
5	L	Provides department representation to Regional, and County Department, Fire Commission, and County Commission. Coordinates Department activities with Regional and County Departments.
6.	V	**(Part Time/Volunteer)** Drives fire apparatus to fire and emergency scenes, practicing safe driving techniques, setting up aerial equipment, assessing overhead obstructions as part of placing equipment, traffic control, search and rescue extrication, hazardous materials response and maneuvering aerial ladder to tactically utilize equipment to suppress fire and for rescue operations.
7.	L	Supervises employees by evaluating training needs for the department, developing and coordinating training as appropriate, recruiting qualified applicants, participating in selection decisions, assigning personnel as needed, evaluating work performance, rewarding or disciplining employees as required and ensuring employees maintain required certifications.
8.	L	Maintains current medical and firefighting certifications by participating in continuing education related to medical, firefighting, driving and computer skills and completing appropriate paperwork for training received.

JOB REQUIREMENTS*:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature in fire safety engineering, fire science, fire protection technology or a related field that may be obtained through a two-year associate's degree or equivalent education and experience. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. High school diploma or GED required.
Experience	Eight years of fire service experience, with two years as a supervisor.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy, Valid Driver's License and "safe" driving record
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**NOTE: Requirements for a Volunteer Fire Chief do not include a two-year associate's degree. The required education for a Volunteer Fire Chief includes a level of knowledge equivalent to four years of high school or equivalency.*

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium **X**	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

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

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

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

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Executive Officer 2 (FS 8)

FLSA Status: Exempt

Working Title – Deputy Chief

BRIEF DESCRIPTION:

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

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Manages career and volunteer staff for (multiple) station (s). Appoint and manage career and voluntary personnel to establish a proper chain of command and supervision of personnel for all firefighting related activities
2	L	Assists the Fire Chief in managing the financial and physical resources of the Department by preparing the Department's budget, monitoring and maintaining the budget, approving expenditures and ensuring appropriate supplies and equipment are procured.
3	L	Responds to fire and emergency calls by providing incident command support, emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas.

4.	L	Manages department's capital projects by planning and scheduling projects, requisitioning and purchasing capital apparatus and equipment as needed, evaluating and recommending the acquirement or replacement of facilities as necessary and assisting in the design and construction of department facilities to meet applicable codes and standards.
5	L	Provides department representation to Regional, and County Department, Fire Commission, and County Commission. Coordinates Department activities with Regional and County Departments.
6.	V	**(Part Time/Volunteer)** Drives fire apparatus to fire and emergency scenes, practicing safe driving techniques, setting up aerial equipment, assessing overhead obstructions as part of placing equipment, traffic control, search and rescue extrication, hazardous materials response and maneuvering aerial ladder to tactically utilize equipment to suppress fire and for rescue operations.
7.	L	Supervises employees by evaluating training needs for the department, developing and coordinating training as appropriate, recruiting qualified applicants, participating in selection decisions, assigning personnel as needed, evaluating work performance, rewarding or disciplining employees as required and ensuring employees maintain required certifications.
8.	L	Maintains current medical and firefighting certifications by participating in continuing education related to medical, firefighting, driving and computer skills and completing appropriate paperwork for training received.

JOB REQUIREMENTS*:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature in fire safety engineering, fire science, fire protection technology or a related field that may be obtained through a four-year bachelor's degree or equivalent education and experience. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. High school diploma or GED required.
Experience	Nine years of fire service experience, with three years as a supervisor.
Certification and Other Requirements	NC Firefighter Level I and II Certification, NC Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy, Valid Driver's License and "safe" driving record
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**NOTE: Requirements for a Volunteer Fire Chief do not include a two-year associate's degree. The required education for a Volunteer Fire Chief includes a level of knowledge equivalent to four years of high school or equivalency.*

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium **X**	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

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

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

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

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Executive Officer 3 (FS 9)

FLSA Status: Exempt

Working Title – Fire Chief

BRIEF DESCRIPTION:

The purpose of this position is to protect the lives and property of the County and administer the County's fire and emergency services. This is accomplished by managing and supervising career and volunteer personnel. This position is responsible for performing executive level activities by planning, organizing, and directing the fire department. The Fire Chief is the third level in a three level executive management series. This position oversees all operations of the fire department to include strategic planning and budgetary needs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Manages career and volunteer staff for (multiple) station (s). Appoint and manage career and voluntary personnel to establish a proper chain of command and supervision of personnel for all firefighting related activities
2	L	Manages the financial and physical resources of the Department by preparing the Department's budget, monitoring and maintaining the budget, approving expenditures and ensuring appropriate supplies and equipment are procured.
3	L	Responds to fire and emergency calls by providing incident command support, emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas. Completes medical reports and stocking medical supplies.

4.	L	Manages department's capital projects by planning and scheduling projects, requisitioning and purchasing capital apparatus and equipment as needed, evaluating and recommending the acquirement or replacement of facilities as necessary and assisting in the design and construction of department facilities to meet applicable codes and standards.
5	L	Provides department representation to Regional, and County Department, Fire Commission, and County Commission. Coordinates Department activities with Regional and County Departments.
6.	V	**(Part Time/Volunteer)** Drives fire apparatus to fire and emergency scenes, practicing safe driving techniques, setting up aerial equipment, assessing overhead obstructions as part of placing equipment, traffic control, search and rescue extrication, hazardous materials response and maneuvering aerial ladder to tactically utilize equipment to suppress fire and for rescue operations.
7.	L	Supervises employees by evaluating training needs for the department, developing and coordinating training as appropriate, recruiting qualified applicants, participating in selection decisions, assigning personnel as needed, evaluating work performance, rewarding or disciplining employees as required and ensuring employees maintain required certifications.
8.	L	Maintains current medical and firefighting certifications by participating in continuing education related to medical, fire fighting, driving and computer skills and completing appropriate paperwork for training received.

JOB REQUIREMENTS*:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature in fire safety engineering, fire science, fire protection technology or a related field that may be obtained through a four-year bachelor's degree or equivalent education and experience. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. High school diploma or GED required.
Experience	Ten years of fire service experience, with four as a supervisor.
Certification and Other Requirements	NC Firefighter Level I and II Certification, NC Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy, NC Chief 101, Valid Driver's License and "safe" driving record
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**NOTE: Requirements for a Volunteer Fire Chief do not include a two-year associate's degree. The required education for a Volunteer Fire Chief includes a level of knowledge equivalent to four years of high school or equivalency.*

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium **X**	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.

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

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

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 Specialist (FS 10)

FLSA Status: Non-Exempt

Working Titles – Administrative Assistant, Secretary, etc.

BRIEF DESCRIPTION:

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

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

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

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	One year or equivalent.
Certification and Other Requirements	Valid NC Drivers License.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	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.

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

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

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 Coordinator (FS 11)

FLSA Status: Non-Exempt

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

BRIEF DESCRIPTION:

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

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

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

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	Two years.
Certification and Other Requirements	Valid NC Drivers License.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	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.

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

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

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

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Department Business Officer (FS 12)

FLSA Status: Exempt

Working Titles – Executive Administrator, Budget Manger, Business Manager

BRIEF DESCRIPTION:

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

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

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

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

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Bachelor's degree in business administration, Public Administration, Finance, Accounting, or related field.
Experience	Five years of experience in finance, budgeting, policy or management analysis
Certification and Other Requirements	Valid NC Drivers License.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Qualification Equivalency:

Equivalent education and experience are accepted.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	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.

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

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

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

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Appendix D:
Wake County Fire Compensation Administrative Guidelines Agreement

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

_____	_____
Fire Chief	President/Chair, Board of Directors
_____	_____
Date	Date

Wake County Fire Compensation Guidelines

Addendum 1

Salary & Compensation Guide for New Hires

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

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

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

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

General Permissible Guidelines

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

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

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

Starting Salary	$11.53
Add 5% for 2 yr. degree	$ .58
Add 5% for 5 years exp.	$ .58
Salary offer	$12.69

Same principles would apply for all positions.

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

November 19, 2020