

### Class Concept

Work in this class involves managing and directing the Fire and Rescue Services Division or the Injury Prevention and Grants Management Division within the Department of Insurance. Positions plan and manage the operations of programs designed to facilitate the delivery of fire and rescue services or injury prevention programs and grant delivery and documentation in both volunteer and paid agencies across NC

### Fire and Rescue Services

This position manages the development and presentation of programs on municipal and rural fire fighting and rescue practices and emergency care for local fire and rescue squads across NC; conducting Fire Rating Inspections of rural and municipal fire department and the available emergency infrastructure; and, ensuring that fire and rescue professional standards adopted by the Fire & Rescue Commission are implemented across NC. Work requires contact with a variety of volunteer groups and local government bodies for the purpose of identifying needs and scheduling training, certification, inspections, and surveys. Position must also be familiar with various types of equipment manufactured for emergency service organizations to stay abreast of the latest equipment available and to plan procedures to test the equipment in live, but controlled situations.

### Injury Prevention and Grants Management

This position determines statewide needs for injury prevention programs and seeks funding and support for these projects. Position coordinates activities for the Governor's Highway Safety Program, Safe Kids NC, NC Fire and Life Safety Educators Association, Operation Medicine Drop, and others. Position also administers the North Carolina Firefighters' Relief Fund, NC Rescue Squad Worker's Relief Fund, Volunteer Fire Department Fund and the Volunteer Rescue/EMS Fund, ensuring that all eligibility and documentation requirements are met.

In the event of a natural emergency or disaster, these positions serve as members of the State Emergency Response Team. Work is performed under the general direction of the Director of the Office of the State Fire Marshal. Work may include other duties as assigned by management.

### Recruitment Standards

#### Knowledge, Skills and Abilities

- Ability to establish and maintain effective working relationships with staff, local volunteer fire/rescue squads, municipal fire departments, professional organizations, local, state, and federal agencies; volunteer groups; civic organizations; and the general public.
- Ability to travel extensively throughout North Carolina.
- Ability to communicate professionally and effectively in written and oral form.
- Ability to effectively manage and supervise staff and plan and direct all fiscal, personnel and program operations of a division; and

#### Fire & Rescue Services

- Thorough knowledge of the techniques, practices, and use of modern technology in developing and conducting fire and rescue related programs; fire and building codes and fire laws of NC and the National Fire Academy policies.

#### Injury Prevention & Grants Management

- Thorough knowledge of injury prevention programs and administration of grants and other non-appropriated funding sources for program management.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

Minimum Education and Experience

Bachelor's degree in Fire Science or Education or related field from an appropriately accredited institution and four years of experience conducting state of North Carolina fire and rescue certification training programs on firefighting and rescue operations, certification standards, or conducting fire inspections; or, developing and presenting fire or injury prevention programs; or, an equivalent combination of education and experience.