

**I. Fire Officer Expectations**

- A. This handout has been prepared to help you understand the type of person the Conover Fire Department desires to have in leadership positions.
1. As a fire officer for Conover Fire Department, you must have a strong belief in the department's mission.
    - i.) Each Officer needs to have a real sense of why the fire department is here.
    - ii.) In accomplishing the mission of this department, you are to take your duties as a Fire Officer very serious and be very conscientious about the performance you and your assigned personnel are doing.
  2. As a fire officer for the Conover Fire Department, you need to have the ability to not only see existing problems, but also have the ability to discover solutions to them and any other problems that may arise.
    - i.) It is very easy to discover a problem, but a good Officer will help find workable solutions to problem(s) and not add to the problem.
  3. As a fire officer for the Conover Fire Department, you must have the ability to handle the public.
    - i.) An essential part of a Fire Officers job is to work with the public in someway, whether it is filling out an incident report or handling an angry citizen complaining because it took the fire department to long to drive to their house.
  4. As a fire officer for the Conover Fire Department, you must be dependable.
    - i.) You are expected to attend and take part in departmental training sessions.
    - ii.) You must also respond on incidents and assume certain leadership roles on the scene.
    - iii.) You are expected to carry out tasks on the fire ground and around the station in a timely manner.
  5. As a fire officer for the Conover Fire Department, you must be willing to obtain a greater knowledge of the fire service.
    - i.) That is not to say that you need a fire science degree, but if there is a new piece of equipment or new procedure, you need the desire to try and learn all you can about them.

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- ii.) You should be willing to spend some time in special classes so that you can stay on top of what is occurring in the fire service and changes that are taking place.
6. As a fire officer for the Conover Fire Department, you must be flexible.
- i.) In a combination fire department, you never know for sure how many firefighters are going to show up.
  - ii.) You may have to assume the roll of a firefighter; an apparatus operator, traffic control officer or whatever is task and position is needed at the time.
  - iii.) You must be flexible because things don't always go according to plans and you will be required to think on your feet.
  - iv.) You also must be flexible because things don't always go according to your plan or your way.
7. As a fire officer for the Conover Fire Department, you must have the ability to treat everyone fairly.
- i.) You are in a position of trust with more authority and responsibility, knowing how to delegate is important.
  - ii.) You are expected to be fair and treat all personnel fairly.
  - iii.) There will be times when you must pick and choose, but you must have a reason for your actions.
8. As a fire officer for the Conover Fire Department, you must be willing to be a team player.
- i.) You should always base your decisions and actions on what is best for the Conover Fire Department.
  - ii.) You should always promote a positive attitude with your actions, words, and character.
9. As a fire officer for Conover Fire Department, you will be expected to meet or exceed certain standards that will be used as Officer Qualifications.

## II. Officer Qualifications

### A. Assistant Fire Chief

1. Minimum qualifications for position of Assistant Fire Chief for City of Conover Fire Department.
  - i.) Position(s) will be appointed by the Fire Chief.
2. Minimum six (6) years of fire service experience
3. Minimum of four (4) years continual service with Conover Fire Department
  - i.) Additional two (2) years fire service experience from another department may be used (documented time with department served)
4. Individual must be a “Competent Person” to hold and carry out responsibilities required of position and conduct himself / herself in a professional manner at all times
5. Training
  - i.) North Carolina Fire Fighter Level II or higher certification or combination of fire service training and education
  - ii.) Current certification of Hazardous Materials Operations Level I, or higher certification
  - iii.) National Fire Academy (NFA) Incident Command or North Carolina Department of Insurance and or NC OSFM Instruction
    - a.) Obtain a minimum of 3 hours of Incident Command Training per year
  - iv.) National Fire Academy (NFA) Leadership Levels I, II and III
  - v.) Obtain a minimum of forty-eight (48) hours of training per year through departmental training, with a minimum of sixteen (16) hours being obtained through North Carolina Department of Insurance or Office of State Fire Marshal resources
6. The Assistant Fire Chief (s) will be third in command at any and all fire scenes upon arrival and reserves the right to assume incident command from any fire officer or fire engineer of lesser rank and / or qualifications that has established incident command at any time.
7. Additional responsibilities of the Assistant Fire Chief(s) will be to assist the

Fire Chief and or Deputy Fire Chief as required or assigned.

8. Assistant Fire Chief(s) will assist the Fire Captain(s) and Fire Lieutenant(s) to ensure all operational duties is completed.
  - i.) In the absence of the Fire Chief and or the Deputy Chief, the Assistant Fire Chief(s) will assume the operational duties and functional responsibilities of the Fire Chief to ensure all functions of Conover Fire Department are completed.
9. **FULL-TIME STAFF RESPONSIBILITY WILL BE ASSIGNED BY THE FIRE CHIEF.**

**B. Fire Captain**

1. Minimum qualifications for position of Fire Captain for Conover Fire Department.
  - i.) Position(s) will be appointed by the Fire Chief.
2. Minimum four (4) years of fire service experience
  - i.) Minimum of two (2) years continual service with Conover Fire Department
  - ii.) Additional two (2) years fire service experience from another department may be used (documented time with department served)
3. Individual must be a “Competent Person” to hold and carry out the responsibilities required for the position of Captain and conduct himself / herself in a professional manner at all times
4. Training
  - i.) North Carolina Fire Fighter Level II or higher certification or combination of fire service training and education
  - ii.) Current certification of Hazardous Materials Operations Level I, or higher certification
  - iii.) National Fire Academy (NFA) Incident Command or North Carolina Department of Insurance and or NC OSFM Instruction
    - a.) Obtain a minimum of 3 hours of Incident Command Training per year

- iv.) National Fire Academy (NFA) Leadership Level I and II
  - v.) Obtain a minimum of forty-eight (48) hours of training per year through departmental training, with a minimum of sixteen (16) hours being obtained through North Carolina Department of Insurance or Office of State Fire Marshal resources
5. The Fire Captain(s) will be fourth in command at any and all incidents upon arrival and reserves the right to assume incident command from any fire officer or fire engineer of lesser rank and / or qualifications that has established incident command at any time.
  6. The position of Fire Captain must have the ability to assume the position of crew leader at the scene of an incident and carry out tasks that has been assigned.
  7. Responsibilities will include assisting the Lieutenant(s) and personnel with matters pertaining to departmental information, attend and assist with departmental training, and other duties or assignments as directed by the Fire Chief and / or a superior officer.
  8. Additional responsibilities of the Fire Captain(s) will be to assist the Fire Chief and or Deputy Fire Chief as required or assigned.

**C. Fire Lieutenant**

1. Minimum qualifications for position of Fire Lieutenant for Conover Fire Department.
  - i.) Position(s) will be appointed by the Fire Chief.
2. Minimum two (2) years of fire service experience
  - i.) Minimum of one (1) year continual service with Conover Fire Department
  - ii.) Additional one (1) year of fire service experience from another department may be used (documented time with department served)
3. Individual must be a “Competent Person” to hold and carry out responsibilities required of position and conduct himself / herself in a professional manner at all times
4. Training
  - i.) North Carolina Fire Fighter Level I or higher certification or combination of fire service training and education

- ii.) Current certification of Hazardous Materials Operations Level I, or higher certification
  - iii.) National Fire Academy (NFA) Incident Command / North Carolina Department of Insurance or NC OSFM Instruction
    - a.) Obtain a minimum of 3 hours of Incident Command Training per year
  - iv.) National Fire Academy (NFA) Leadership I
  - v.) Obtain a minimum of forty-eight (48) hours of training per year through departmental training, with a minimum of sixteen (16) hours being obtained through North Carolina Department of Insurance or Office of State Fire Marshal resources
5. The Fire Lieutenant (s) will be fifth in command at any and all fire scenes upon arrival and reserves the right to assume incident command from any fire department member or engineer that has established incident command at any time.
6. The position of Fire Lieutenant(s) must have the ability to assume the position of crew leader at the scene of an incident and carry out tasks that has been assigned.
7. Responsibilities of Fire Lieutenant(s) will to assist personnel with matters pertaining to departmental information, assist with and conduct departmental training, and other duties or assignments as directed and assigned by the Fire Chief and / or a superior officer.
8. Additional responsibilities of the Fire Lieutenant(s) will be to assist the Fire Chief and or Deputy Fire Chief as required or assigned.

**D. Safety Officer**

1. Minimum qualifications for position of Safety Officer for Conover Fire Department.
- i.) Position(s) will be appointed by the Fire Chief and may be assigned to an Officer / Officers.
2. Minimum six (6) years of fire service experience and or industry safety experience
- i.) Minimum of four (4) years continual service with Conover Fire Department
  - ii.) Additional two (2) years fire service experience from another

department and or industry may be used (documented time served)

3. Individual must be a “Competent Person” to hold and carry out responsibilities required of position and conduct himself / herself in a professional manner at all times
4. Training
  - i.) North Carolina Fire Fighter Level II, or higher certification
  - ii.) Current certification of Hazardous Materials Operations Level I, minimum
  - iii.) National Fire Academy (NFA) Incident Command or North Carolina Department of Insurance and or NC OSFM Instruction
    - a.) Obtain a minimum of 3 hours of Incident Command Training per year
  - iv.) National Fire Academy (NFA) Leadership I
  - v.) Obtain a minimum of forty-eight (48) hours of training per year through departmental training, with a minimum of sixteen (16) hours being obtained through North Carolina Department of Insurance or Office of State Fire Marshal resources.