



## OFFICE OF THE FIRE CHIEF

Post Office Box 45 Spencer, NC 28159-0045  
704.633.2231 Ext. 40 Ofc.  
704.633.3837 Fax  
<http://www.ci.spencer.nc.us/fire>

### **EMPLOYMENT OPPORTUNITY**

The Town of Spencer is currently accepting applications for the position of **Captain**.

The Spencer Fire Department is a fast paced, aggressive department located midway between Greensboro and Charlotte, just outside of the City of Salisbury. We operate out of a single fire station and operate two front line Engines, a front line 95' Platform, a Squad used for medical calls and a administration vehicle. The department answers over 750 calls for service each year.

#### **Application Deadline: August 2, 2019**

The position of **Captain** requires the employee to perform a myriad of different tasks. This role encompasses, the many responsibilities required on an emergency scene, as well as the daily tasks of managing a fire station, affiliated personnel, apparatus and equipment, including filling in as the apparatus driver when required. These responsibilities include but are not limited to fire, EMS and rescue incidents, facilities and equipment maintenance, pre-fire planning, community risk reduction activities, as well as other duties specified by the Fire Chief and/or Immediate Supervisor. This position will supervise 2 part-time employees and work a Monday – Friday schedule from 8AM to 4PM.

#### **Spencer Fire Department Minimum Requirements:**

- Firefighter Level I and II (NFPA 1001, IFSAC)
- Hazardous Materials Responder Level 1 (NFPA 472 and OSHA 29 CFR 1910.120, IFSAC)
- Emergency Vehicle Driver (NFPA 1002, IFSAC)
- Driver Operator – Pumps (NFPA 1002, IFSAC)
- Driver Operator – Aerials (NFPA 1002, IFSAC)
- Fire Officer Level I (NFPA 1021, IFSAC)
- Fire Instructor Level 1 (NFPA 1041, IFSAC)
- NIMS 100, 200, 300, 400, 700, 800 (NFPA 1561)
- NC EMT with UTD Continuing Education
- Blood-borne Pathogens Training (NFPA 1581 and OSHA 29 CFR 1910.130)
- NC Class “B” or CDL “B” driver’s license
- NC TR General (or ability to obtain within 18 months of employment)

#### **Educational Requirements:**

Minimum of a high school diploma or GED with Associate Degree in Fire Protection Technology, Fire Science or Emergency Management is strongly preferred.

**Experience:**

5 years of fire service experience with 1-year experience in a volunteer or combination fire department is preferred.

**Base Compensation:**

**\$35,000** plus excellent benefits including:

- Paid Health/Dental/Vision Insurance
- Paid Life Insurance
- Paid Accident/Sickness Supplemental Insurance
- North Carolina Local Government Employees Retirement
- North Carolina 401K
- North Carolina Fire and Rescue Squad Workers' Pension Fund
- Paid Longevity
- Paid Holidays (10 days annually)
- Paid Vacation Leave
- Paid Sick Leave

**Tentative Hiring Process:**

August 5 : Application deadline

August 9 : Physical Agility Testing

August 20 : Assessment Center and Fire Chief Interviews

August 23 : Conditional Offer of Employment, Background Screening, Drug Screening

September 9 : Tentative Start Date

**Application Process:**

Applications may be printed from the Town of Spencer website at:

[https://www.ci.spencer.nc.us/departments/human\\_resources.php](https://www.ci.spencer.nc.us/departments/human_resources.php)

All applications should be accompanied by a Resume with Cover Letter and proof of certifications. A summary page from NCOSFM is preferred for State Certifications.

Please submit applications in person or via mail to:

Fire Chief Jeremi Carter  
208 S. Salisbury Ave  
Spencer NC 28159  
(704) 637-6135

Mailing Address:  
PO Box 45  
Spencer NC 28159

Applications packets must be IN HAND by the closing date of August 2<sup>nd</sup> at 5pm.