



Durham Fire Department

51 College Road ■ Durham, New Hampshire 03824-3585

Phone 603-862-1426 ■ Fax 603-862-1513

fire@ci.durham.nh.us

Fire, Rescue and Emergency Medical Services

Deputy Fire Chief - Fire Prevention and Safety

Salary Range: \$80,000 - \$96,000 contingent on qualifications and experience

The Town of Durham is looking for dedicated and collaborative individuals to join our team of talented and valued employees. We thrive on empowering our employees to be creative, and to raise the bar for excellence in our organization. Excellent organizations have a set of principles, or core values, that are used to implement their mission and vision. Those values represent the touchstone for the organization, guiding the decisions of the individuals and the organization. At the Town of Durham Fire Department, we demonstrate our excellence by modeling the Values of: Integrity, Respect, Professionalism, and Customer Service, and welcome all who share these values to apply. The Town offers a competitive benefits package and the opportunity to be part of a dynamic management team and department.

The Durham Fire Department is an all hazards organization that is jointly funded by and services the Town of Durham and campus of the University of New Hampshire, providing fire prevention, public education, first responder non-transport EMS, fire, and rescue services. Our dedicated, customer service oriented team, is comprised of a Chief, Assistant Chief, Deputy Chief, four Captains, two Inspector/Firefighters, sixteen Firefighters, an Administrative Assistant, one part-time Secretary and thirteen Call-Firefighters. The department responds to approximately 3,000 calls for service annually and is a key team player in a long established mutual aid system comprised of surrounding communities, across two counties.

The Town of Durham, New Hampshire is located in Strafford County with an area of 22.4 square miles of land and 2.4 square miles of water (24.8 square miles total). According to the 2014 United States Census data, Durham has a population of 15,180, ranking Durham 16th in size compared to New Hampshire's cities and towns. (NH Employment Security, 2016). Durham is also home to the University of New Hampshire, which brings a vibrant culture to the community, and the Seacoast region. The University of New Hampshire's enrollment consists of approximately 13,000 undergraduates, 2,500 graduate students, from more than eighty countries, and 4,500 employees.

General Statement of Duties

Under the direction of the Fire Chief, manage the Fire Prevention and Safety Office, which include a staff of two full time firefighter/inspectors and a part-time administrative assistant. The Bureau conducts approximately 1,000 inspections annually in the Town and on the Campus. Duties of the position include, but are not limited to; fire prevention, fire suppression, public education, fire investigations, and management of the rental housing inspection program, public information, and safety. The Deputy Chief is required to respond to emergency calls as necessary, to effectively assist in the management of emergency scenes. The position is expected to perform other work as requested or assigned by the Fire Chief, and assumes said role when directed. The Deputy Chief serves as third in command of the department, behind the Fire Chief and the Assistant Chief.

Expected Qualifications:

A Bachelor's Degree in fire administration, business administration, or experience in a directly related field, including coursework in fire science technology, personnel and organizational management is highly desired. Completion of the National Fire Academy's Executive Fire Officer Program is preferred. Being a Nationally Registered Advanced Emergency Medical Technician and maintaining such certification is desired.

Preferred Certification Prior to Employment:

- Fire Inspector I and Fire Inspector II
- State of New Hampshire Fire Officer I and II disciplines (or parallel to)

Expected Experience & Knowledge:

Expected experience must have a minimum of ten years of professional experience in an organized fire department with two years of experience in a command capacity desired and/or a combination of experience and education.

An equivalent combination of education, training and experience that demonstrate the required knowledge, skills and abilities may be considered.

Knowledge of modern fire prevention and suppression tactics, property and life saving techniques; and the principles and practices of organizational management and human resources management.

Knowledge of and experience in the practical application of fire and life safety codes, including but not limited to: NFPA 101 Life Safety Code, NFPA 1 Fire Prevention Code, NFPA 72 Fire Alarm Code, NFPA 13 Standard for the Installation for Sprinkler Systems, and applicable NH Administrative Rules and Fire Laws and locally adopted ordinances related to code enforcement.

Expected Ability & Skills:

Ability to establish and maintain effective working relationships with employees, citizens, and elected officials. Able to handle sensitive situations with tact and diplomacy; communicate effectively both verbally and in writing; establish and fulfill goals and objectives; directly and effectively supervise a large and diverse workforce; operate a computer with related software programs; and prepare and administer budgets.

Strong interpersonal, managerial, writing, and negotiation skills; skill with basic computer operations.

Must have and maintain a valid New Hampshire Motor Vehicle CDL, or be able to obtain equivalent within one year.

*This posting is not meant to be inclusive of all job duties or qualification requirements. Complete job description and requirements are available by visiting the Town's website at www.ci.durham.nh.us and clicking the link under Helpful Resources *Jobs*.

How to apply:

Interested and qualified candidates may apply by submitting a letter of interest, resume, and Town of Durham general employment application by mail to the address noted below. The position posting will remain open until filled. Candidates are welcome to submit any other relevant materials they deem suitable, please do not submit individual certifications or certificates. An Employment Application can be downloaded from the Town's website at www.ci.durham.nh.us and clicking the link under Helpful Resources and Town Documents *Forms & Applications*.

Please submit resumes along with a letter of interest no later than 1600 Hours on May 4, 2018 to:

Fire Chief David F. Emanuel
Durham Fire Department
51 College Road
Durham, New Hampshire 03824-3585

The Town of Durham ("Town") is an equal opportunity employer. The Town is committed to providing a work environment that promotes an understanding of and appreciation for the value diversity brings to the organization. A diverse staff strengthens the Town and enables the organization to better respond to needs in the community.