

MAYOR

Keith Warren

TOWN MANAGER

Chase Winebarger

**TOWN COUNCIL**

Melissa Curtis, Mayor Pro-Tem
Clay Wilson
Rebecca Johnson
Joe Wesson
Bobby Mosteller

JOB CLASS TITLE: Sawmills Fire Chief**DEPARTMENT:** Fire**SALARY:** \$85,000-\$115,000**FLSA CLASSIFICATION:** Exempt**GENERAL STATEMENT OF DUTIES**

The Sawmills Fire Chief performs complex, professional, difficult protective service and responsible technical and administrative work directing the activities of a Class 4 Municipal Fire Department. Directs training of personnel and administers local, state, and federal laws and regulations affecting the department. Exercises supervision over all departmental personnel. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB SUMMARY

The Sawmills Fire Chief is the executive leader of the Sawmills Fire Department, responsible for overseeing all fire and emergency service operations, ensuring the protection of life and property, and maintaining compliance with local, state, and federal standards. The Fire Chief manages departmental personnel, directs training and preparedness efforts, develops policies and procedures, prepares and administers the department budget, and ensures the proper maintenance and readiness of all equipment and facilities. The Fire Chief also provides professional guidance to the town manager and other department heads, serves as the primary emergency response authority, and works closely with regional agencies and the public to promote fire safety, prevention, and community resilience. The Sawmills Fire Chief recruits, interviews, hires, evaluates performance, coaches and counsels, promotes, transfers, and disciplines department personnel. This position requires the ability to maintain an inclusive workplace through positive mentoring and maximizing the contributions of all team members.

ESSENTIAL JOB FUNCTIONS

- Lead the Town's efforts in the preservation of life and property relative to fire prevention, emergency response, and rescue.
- Lead the Town's efforts in fire prevention, education, and suppression.
- Serve as lead administrator to plan, organize, direct, and supervise all personnel for fire safety to minimize the loss of life, injury, or property damage.
- Oversee the development and implementation of administrative policy, services, and staffing
 - levels; strategically plans, monitors, and evaluates the cost-competitiveness, effectiveness, and
 - efficiency of methods and procedures.
- Support Fire Department personnel in their professional development, performance, and provides necessary tools for success.
- Focus on safety and wellbeing of firefighters and take proactive actions to maintain a healthy workforce.

- Use innovative outreach approaches to build and maintain community partnerships and relations within a diverse, multi-ethnic and multicultural environment; maximize citizen and business support for the Fire Department and involvement in its programs.
- Build and maintain collaborative professional relationships with the Town's Administrative staff and Town departments, participate in organizational initiatives for quality improvement and problem-solving, and foster excellent customer service values.
- Participate in the Town's strategic planning process, establishing short and long-range goals for the growth and development of the Fire Department in a cost-competitive fashion.
- Research, prepare, and monitor the annual departmental budget.
- Evaluate fire safety policies and departmental performance by keeping abreast of new methods and conducting studies of departmental operations.
- Maintain regulatory reports and required records of fire activity and causes, damage amounts, and injuries.
- Coordinate multi-agency response activities with other departments, and related organizations/agencies.
- Negotiate and resolve sensitive and controversial issues.
- Respond to inquiries and complex issues from the Town Manager and the general public exhibiting extraordinary professionalism, communication, and customer service techniques.
- Lead and implement major event coordination, inclement weather, and emergency plans.
- Attend and present information to Town Council, staff, the media, and professional meetings as necessary.
- Perform related work as required.

DESIRABLE EDUCATION AND EXPERIENCE

- The qualified applicant for the position of Chief of the Sawmills Fire Department will have a bachelor's degree from an accredited college or university in fire science or a related field and eight (8) years of experience or 12 years of directly related experience in all major areas of professional firefighting. At least five (5) years of the qualified applicant's experience will be of an administrative and/or supervisory nature. An equivalent combination of education and experience will be considered. The ideal candidate will also demonstrate the following commitments, experience, and values:
 - Commitment to the wellbeing of staff engaged in dangerous and emotionally taxing work.
 - Experience in maintaining/modernizing equipment within the constraints of a budget.
 - Dedication to co-creating and providing opportunities for meaningful professional development.
 - Experience in change management, particularly as it relates to organizational consolidation (specifically as it relates to structure, organization, and operation).
- Special Requirements
 - The following certifications and licenses are preferred for this position:
 - Firefighter Level I and II Certification
 - Hazardous Materials Responder Level 1
 - NIMS 100, 200, 300, 400, 700, 800
 - NC Fire Officer 3 and NC Chief 101 certifications, as well as a Class B License (or the IFSAC-approved equivalents from another state or the ability to obtain these certifications within one year of employment)
 - NC-EMT
- The following certifications are preferred
 - Driver Operator-Pumps

- Driver Operator-Aerial
- TR, CFO, EFO
- NC Breathing Equipment/Firefighter Survival School

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge and first-hand experience in modern firefighting techniques, emergency response and rescue methods, disaster mitigation and hazardous material abatement, best practices utilizing recognized industry standards in fire safety and protection; and ability to apply this knowledge to fire education, prevention and control.
- Comprehensive knowledge of fire administration and budgetary responsibilities for a small-to-medium municipal Fire Department.
- Comprehensive knowledge of local, State, and Federal laws and regulations related to fire safety and administration.
- Thorough knowledge of the use and operations of a variety of firefighting equipment and apparatus.
- Thorough knowledge of the occupational hazards and safety precautions associated with the work.
- Knowledge of emergency medical operations, particularly first responder services.
- Knowledge of the area's geography, fire hazards, and codes related to fire safety.
- Technical aptitude in the use of standard office equipment, technology, and software applications (i.e. Microsoft Office Professional).
- Strong leadership particularly in the area of vision, strategic planning, employee motivation, team building, and personnel resources.
- Ability to plan, assign, and coordinate the work of fire personnel, to lead and command effectively, and direct firefighters and equipment under emergency conditions.
- Ability to recognize legal implications and involve appropriate officials and counsel.
- Ability to meet and deal courteously with the public, exhibiting extraordinary professionalism, and customer service skills.
- Ability to create and maintain effective working relationships with Town Officials, subordinates, media, stakeholders, and customer relations.
- Ability to present complex ideas and topics effectively both orally and in writing; and effective communication skills to speak in public and with the media.
- Ability to maintain a welcoming workplace through positive modeling, mentoring, fostering a culture of respect for all, and valuing the differences and contributions of all team members.

PHYSICAL DEMANDS

This is medium work occasionally requiring the exertion of up to 50 pounds of force to move objects (lift, push and or pull). The Fire Chief may also be involved in physically difficult activities including taking command of a fire scene and participating in emergency response situations. The Chief may have to carry heavy firefighting equipment, climb ladders, and may be required to work long hours under adverse conditions. Work requires the ability to stand for long periods of time. Effective communication is required to convey detailed or important instructions accurately, loudly and quickly. Visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operating a motor vehicle, depth and color perception, night and peripheral vision, determining the accuracy and thoroughness of work and observing general surroundings and activities.

WORK ENVIRONMENT

Work is performed in the office, station, and field environment, often under stressful or hazardous conditions. Subject to be called back for emergencies at any time. Frequent interaction with the public, volunteers, and local officials

NOTE

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since not every duty associated with this position may be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered incidental in the performance of their duties just as though they were written out in this job description. The Town of Sawmills has the right to revise this position description at any time, and this application does not represent, in any way, a contract of employment.

APPLICATION INFORMATION

Anticipated hiring rate for the position depends on qualifications. The Town of Sawmills is pleased to provide the following benefits to Full-Time Employees. Please consult the Personnel Policy for additional details. Health Insurance, HSA (if applicable), Dental Insurance, Vision Insurance, Short Term Disability Insurance, Long Term Disability, Life Insurance, Accidental Death and Dismemberment, Annual Leave, Sick Leave, Personal Leave, Holiday Pay, Longevity Pay, NC Local Government Employee's Retirement (LGERS) and 401K. All insurance premiums are paid in full by the Town for employee only coverage. The Town's current contribution rates to the retirement plan are 14.35% to LGERS and up to 5% to 401K, as of 7/1/2025. Background check and drug screening will be required. Interested applicants should submit Town application, resume, and salary history, to Chase Winebarger, Town Manager at 4076 US HWY 321-A Sawmills, NC 28630 or by email at manager@townofsawmillsnc.com Applications are available for pickup in person at Town Hall or accessible online at <https://www.townofsawmills.com/general-info/employment>

First review of resumes begins January 27, 2026. Position is open until filled
