



Job Description and Benefits

The Assistant Chief/Accreditation Manager is considered a facilitator and coordinator to assist agency personnel in complying with the professional standards mandated by Center for Public Safety Education (CPSE) and the Commission on Fire Accreditation International (CFAI). The position would also schedule, lead, guide, and direct the departments training and professional development programs.

Accreditation Related Duties

- Acts as a liaison between the department and the Center for Fire Accreditation International by communicating with the CFAI Manager and his/her staff as well as representing the department by serving on internal and external committees as required.
- Coordinating the Departments self-assessment, standard of cover, community risk assessment and other preparations made in advance of the renewal of accreditation;
- Draft new or revise written directives or assign writing projects to subject matter experts or supervisors to achieve accreditation objectives and ensure revisions of all Departments written directives are in compliance with accreditation standards;
- Keep the Fire Chief updated on the departments accreditation status;
- Properly prepare and submit the required CFAI Annual Report;
- Continuously ensure the Division continues to adhere to all accreditation standards;
- Configures and maintains the Computer Aided Dispatch, Records Management System, and any other related software
- Generates reports and statistics for presentation to supervisors
- Trains coworkers in the utilization of software and hardware resources
- Develops reports on computer aided dispatch (CAD) response times, apparatus and equipment maintenance, risk management (pre-incident survey) data, community risk assessment data and incident report data in order to allow the department to measure performance with regard to established standards.

Training Officer Related Duties

- Plan, develop, schedule, coordinate, and implement the full range of training programs for the Fire Department;
- Oversee and coordinate the attendance of Departmental staff at training programs and seminars.
- Establish and supervise the maintenance of the training records system as required to renew and obtain certifications
- Participate in monitoring and evaluating employee performance; identify training needs; review training evaluation results with employee and work to correct deficiencies.

Skills and Abilities:

- Considerable knowledge of modern fire department principles, procedures, techniques, and equipment;
- Working knowledge of applicable laws, ordinances, and department rules and regulations;
- Ability to communicate effectively orally and in writing;
- Ability to utilize specialized computer software such as Microsoft Office Suite (including PowerPoint and Access), Adobe Pro, and SharePoint;
- Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors;
- Ability to give verbal and written instructions

Requirements:

- Graduation from an accredited four-year college or university in a related field or associated degree with three years of related experience and desire to complete bachelor's degree
- Standard general firefighter, driver operator, and officer certifications
- Fire Officer I & II
- CFAI "Quality Improvement Through Accreditation" course

Preferred:

- Successful completion of CFAI "Peer Assessor Workshop" Course
- CFAI CFO designation
- Experience in accreditation preferably Accreditation Manager
- EMT
- Technical Rescue
- Fire Instructor II

- **Hours of Work**

Monday-Friday 8am-5pm

Benefits

- Transportation provided by department
- Uniforms
All firefighters are furnished complete uniforms, which include dress, work, and protective clothing for firefighting purposes.
- Sick and Vacation Leave
Due to the probationary status of this position, the sick and vacation leave policy will be discussed at time of hire.
- Paid Holidays (observed by the State of North Carolina)
- Medical and Dental Insurance
Medical and dental insurance is provided for all full-time employees. Employee may provide coverage for family at his/her own expense.
- Retirement
All full-time Garner Volunteer Fire-Rescue's employees are members of the North Carolina Local Governmental Employees' Retirement System and are vested after five (5) years of participation. Both the employee and Garner Volunteer Fire-Rescue, Inc. currently contribute a portion of each employee's gross salary per paycheck.
- Life Insurance
Life insurance is provided for all full-time employees.
- Workers' Compensation
Workers' Compensation benefits are payable for injuries arising out of and in the course of employment.

- **State Death Benefit**
 According to North Carolina General Statute 143-166, when a firefighter is killed in the line of duty (defined in N.C. Gen. Stat. §143-166.2(c)) or during the discharge of official duties (defined in N.C. Gen. Stat. §143-166.2(f)), the NC Industrial Commission shall award a death benefit to the beneficiary(s) in the amount of \$20,000.00 immediately, and \$10,000.00 per year thereafter, until all \$50,000.00 has been distributed. If the beneficiary is a surviving spouse, the three subsequent \$10,000.00 payments will only be made if he or she continues to remain unmarried. If a beneficiary becomes ineligible for any of the remaining benefits and there are other eligible beneficiaries, the next in line will receive the remaining benefits. For example, if a surviving spouse remarries, the remaining benefits will go to any eligible dependent children. If there are no eligible dependent children, then the benefits would go to dependent parents, if any. If there are no eligible dependents, the remaining benefits would go to the decedent's estate.

- **NC State Firemen's Association**
 Every member on the NCSFA's roster receives Accidental Death and Dismemberment Insurance.

- **Volunteer Firemen's Insurance Services, Inc.**
 Accident and sickness coverage is provided for every member, which includes an accidental death benefit.

- **Longevity**
 All full-time employees are entitled to longevity pay according to the following schedule:

1.25% of yearly gross salary	After 7 years of service
2.50% of yearly gross salary	After 10 years of service

- **401k Supplemental Retirement Plan**
 GVFR contributes fifty dollars (\$50) or 5% of gross salary (whichever is higher) per pay period per full-time employee. The employee may contribute any amount on their own within the limits of the plan. Employee contributions are payroll deducted each pay period. It is administered by Prudential.

- **Disability Salary Continuation Plan**
 This GVFR funded program is an income protection plan designed to provide for a reasonable continuation of a portion of your salary should you suffer the misfortune of an accident or illness. All full-time employees are automatically covered by the plan after completing one (1) year of employment.

- Garner Fire Rescue Benevolent Fund

This program is specifically funded by the paid employees of GVFR. Each employee will contribute one dollar (\$1) from each paycheck to be deposit into the benevolent fund. The fund is used to support firefighters and firefighter's retirements. The fund is governed by a board of directors and reflects the best interest of the members and the department.