



APEX
NORTH CAROLINA

THE TOWN OF APEX

Invites Your Interest in the Position of
FIRE CHIEF



The growing community of Apex, NC is seeking an experienced fire professional to serve as its next **Fire Chief**. This exciting opportunity is for a leader who is adept in strategically leading a Fire Department through pivotal departmental and community growth. The successful candidate has served in multiple fire service functions and roles with a track record of advocating for best practices in staff recruitment, retention, and succession planning as well as acquisition and access to equipment, technology, and training. The Town seeks a professional who is a compassionate leader with impeccable interpersonal and communication skills and can effectively balance advocating for the needs of the department while also meeting the needs of the community. This position is for the trustworthy leader who functions extremely well under pressure in a fast-paced environment.

About the Community:

Settled in the 1860s and incorporated in 1873, the Town of Apex acquired its name due to its location as the highest point on a 30-mile stretch of the Chatham Railroad line that ran between Richmond, Virginia, and Jacksonville, Florida. Located in southwest Wake County, Apex and the surrounding area experienced unprecedented growth in the 1990s following job creation in Research Triangle Park and the nearby large universities. From a population of 5,500 in 1990 to nearly 73,000 as of April 2022, Apex continues to experience exponential growth. In fact, since the 2010 Census, the population of Apex has increased by 101.79%, and recent growth estimates identify an annual growth rate of over 7.62%.

The 14th largest city in North Carolina, Apex is known fondly today as “*The Peak of Good Living*,” and results from a [2020 Citizen Survey](#) indicate that 96% of community members believe the town is an excellent or good place to live. Apex is a growing, thriving town working to balance that “small town” feel that so many community members value with the reality of being a mid-sized community in North Carolina. Situated within the Research Triangle area, Apex is less than 30 minutes from 3 Tier 1 Research Universities: University of North Carolina at Chapel Hill, North Carolina State University and Duke University.

A person in a green shirt and black shorts is jogging on a paved path that winds through a forest. The trees have vibrant autumn foliage in shades of yellow, orange, and green. Sunlight filters through the canopy, creating a warm, dappled light effect on the path and the jogger. The jogger is in the lower left foreground, moving towards the right.

TOWN OF APEX

#1 Best Place to Live in the US

Money Magazine ranked Apex as the #1 Best Place to Live in the US in 2015 due to high-paying jobs, excellent schools, affordable prices, and more!

The well-preserved downtown business district and the trains that still run through the town are reminders of the past, while new subdivisions, shopping centers, parks, and businesses have enhanced the lifestyle of Apex community members. History buffs flock to the town's central business district, with multiple structures listed on the coveted National Register of Historic Places. Just step inside the Halle Cultural Arts Center and learn about the building's history, dating back to 1912. The Halle is now a modern center for exhibitions, musicals, and plays.

With over 400 acres of parkland, Apex fosters an active community. Unique to the town is a disc golf course at Apex Nature Park and the Rodgers Family Skate Plaza, a 24-hour custom-designed skate park. Families drive from all around to visit Kidstown Playground at Kelly Road Park, one of the few remaining wooden playgrounds in the area. Those seeking a physical challenge will love the town's Elevate Fitness course (think Ninja Warrior) at the Apex Community Park.

Downtown Apex hosts nearly a dozen street festivals and special events throughout the year, attracting thousands of attendees. The town celebrates diversity, inclusion, and belonging with cultural festivals and events including the Latino Arts Festival, Russian Festival, Black History Month, Women's History Month, and Juneteenth.

STREET FESTIVALS AND SPECIAL EVENTS

PeakFest is a signature community event, drawing artisans from all over the state with their unique wares. Dozens of barbecue-cook teams from across the country descend on Downtown Apex for the Peak City Pig Fest.



WHAT MAKES THE TOWN OF APEX THE PEAK OF GOOD LIVING?



A WELL-PRESERVED DOWNTOWN AREA

History buffs flock to the town's central business district, with multiple structures listed on the coveted National Register of Historic Places, such as the Halle Cultural Arts Center (photo above), which now serves the Town as a modern center for exhibitions, musicals, and plays.



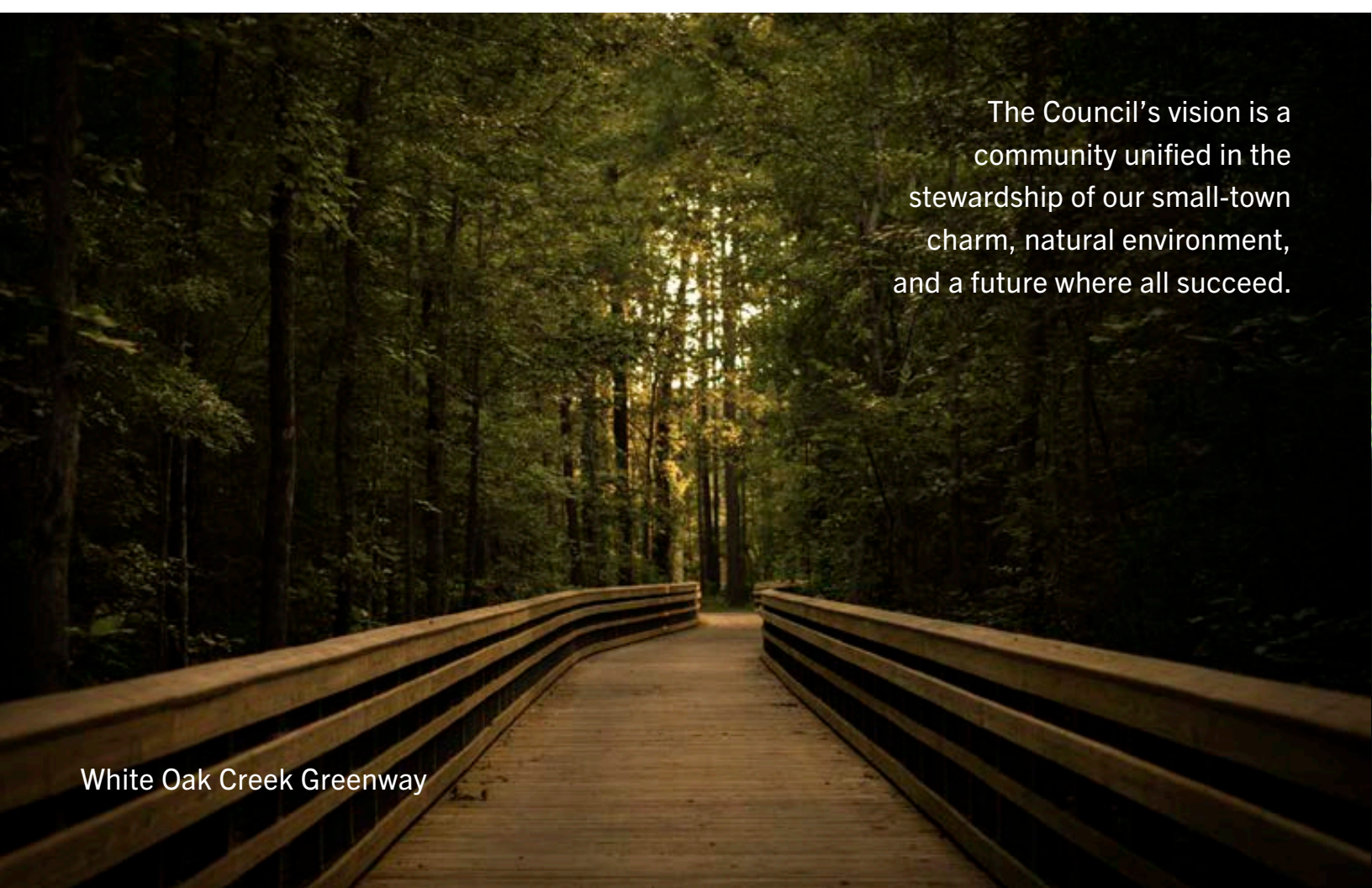
AN ACTIVE, FAMILY-FRIENDLY COMMUNITY

With over 400 acres of parkland, Apex offers many family-friendly activities, such as Kidstown Playground at Kelly Road Park, (top photo), a disc golf course at Apex Nature Park and the Rodgers Family Skate Plaza, a 24-hour custom-designed skate (bottom photo).

About the Organization:

The Town of Apex, which operates under the Council-Manager form of government, provides exceptional public service that cultivates opportunity for the individual and community to live, thrive, and reach their peak. The Town employs 577 FTE employees across 19 departments. The [2021-22 Operating Budget](#) totals \$162 million for all funds. The Council's vision is a community unified in the stewardship of small-town charm, natural environment, and a future where all succeed. This vision is realized through the following strategic goals that guide the future of the Town of Apex:

- **High performing government:** We will deliver exceptional, responsive, and effective services by attracting and empowering a knowledgeable and diverse workforce that values transparency, financial stewardship, and collaboration with community, regional, and state partners.
- **Economic Vitality:** We will leverage partnerships to create a supportive environment for current businesses and form relationships that foster new and continued economic opportunities in Apex.
- **Safe Community and Reliable Infrastructure:** We will ensure safe neighborhoods with reliable infrastructure through proactive, professional, and engaged public safety and infrastructure services.
- **Environmental Leadership and Responsible Development:** We will plan our built environment in a way that respects and preserves natural resources and the small-town character of our community; we will offer housing and transportation options so that anyone who chooses to live in Apex can.



The Council's vision is a community unified in the stewardship of our small-town charm, natural environment, and a future where all succeed.

About the Department and Position:

As an all-hazards organization, the Apex Fire Department, founded in 1927, is responsible for mitigation of emergency incidents that extend well beyond the customary fire suppression duties. All members of the department's paid staff are trained as Emergency Medical Technicians at the Basic Level (EMT-B) and Hazardous Materials Level 1 responders. In addition to these minimum requirements, a majority of our department are also certified as Technical Rescuers with specialties in vehicle extrication, confined space rescue, trench rescue, high angle rescue and water rescue.

The Apex Fire Department's [strategic plan](#) further positions the Department toward achieving accreditation while ensuring the department has adequate resources to meet the needs of the community, among many other targeted goals as well. The department also sponsors a Community Emergency Response Team (CERT) program. This program allows community residents to learn about disaster preparedness, attend training and be prepared to assist their neighbors in the event of a natural or man-made disaster.

The program is designed to support community preparedness. Our CERT members also assist with community events such as Peakfest. In conjunction with our public education programs, the department participates actively with North Carolina SafeKids and through this program provides car seat inspections.

The next **Fire Chief** will passionately execute the mission of the Apex Fire Department — *to enhance the quality of life in our community through risk reduction, response readiness, and genuine commitment to excellence in all that we do*. This **Fire Chief** will be a humble leader who can unite a team around a collective vision and uphold the Department's values:

- Commitment to our mission
- Respect for others
- Diversity of thoughts and opinions
- Actions to strengthen teamwork
- Continual improvement
- Organizational transparency
- Trustworthy leadership

The Apex Fire Department is committed to comprehensive community risk reduction. Through the fire prevention/education program, on average, fire personnel make contact with over 4,000 people annually.



Reporting to the Assistant Town Manager, the **Fire Chief** will oversee a budget over \$15 mil and lead a department of 116 fire personnel with 4 direct reports across 5 fire stations. Fire personnel are assigned to 1 of 3 shifts that work 24-hour rotations. Each shift is composed of 29 personnel that provide 24/7/365 emergency response. A sixth fire station is scheduled to be added in March 2023, with each shift increasing to 34 personnel, including a second battalion chief on each shift. The Fire Department's Administrative staff works a 40-hour week and is composed of the Fire Chief, Assistant Chief of Operations, Assistant Chief of Support Services, Administrative Logistics Coordinator, Fire Support Specialist, Program Support Specialist, and two Training Coordinators. Additionally, the department's Risk Reduction Division is composed of the Fire Marshal, Deputy Fire Marshal and a Fire Inspector. The **Fire Chief** is a subject matter expert in the technical aspects of the Apex Fire Department functions — emergency response, rescue, fire marshal, risk reduction, training, etc. and will oversee the Operations, Fire Marshal's Office, Logistics, Training, Administration, Emergency Management, Planning, Performance Measurement, and all other aspects of the department.

Key Position Priorities:

- Strategically address career succession and implement innovation in career development — showcasing a commitment to continued training and professional development for staff in order to build skills, achieve performance excellence, develop staff for promotional opportunities and varied job assignments.
- Strengthen the department's commitment to diversity by prioritizing diversity, equity, and inclusion in the department and in the Town through targeted efforts that help ensure diversity in the hiring process and inclusion throughout daily interactions.
- Execute the Apex Fire Department's current strategic plan (2018 – 2023), which includes overseeing the process to achieve accreditation, the construction of several fire stations and the addition of new positions while developing and implementing the next strategic plan to advance service delivery in collaboration with key stakeholders and response partners such as the County and municipal leadership.
- Work collaboratively with key stakeholders including the Town's core partners — the Towns of Cary and Morrisville to lead the CAM (Cary/ Apex/Morrisville) collaborative response pact in advocating for and justifying the needs of the Wake County Fire Protection system and departmental needs with supporting data and facts.

TWO KEY POSITION PRIORITIES for the **APEX FIRE CHIEF**



*The new **Fire Chief** will execute the Apex Fire Department's current strategic plan, which includes, among other things, the construction of several fire stations.*



*The new **Fire Chief** will work collaboratively with the Town's core partners, the Towns of Cary and Morrisville to advocate and justify the needs of the Wake County Fire Protection system.*

Qualifications:

The City seeks a fire safety leader with a minimum of 20 years progressive fire safety experience who must have 5 years of cross-functional and progressively responsible experience including fire suppression, prevention, EMS, and administrative work at the rank of Division Chief, Assistant Chief, Deputy Chief or Fire Chief. A BA/BS degree, or equivalent years of experience, is required. A Master's degree and/or NFA certification is preferred. Graduation from the Executive Fire Officer Program is preferred, as well as designation of Chief Fire Officer through the Center for Public Safety.

The Successful Candidate Is:

- adept in evaluating and implementing changes to staffing, compensation, and equipment to improve quality, consistency, and transparency across operations while making well-informed policy decisions regarding staffing levels in consideration of the impact of insurance ratings;
- has a track record in creating camaraderie and common values across stations and shifts;
- a principled leader who values accountability while holding realistic and fair expectations of self and others with the demonstrated ability to supervise the work of skilled, semiskilled or unskilled workers on a large scale over a wide area;
- an effective listener who seeks input from relevant parties, realistically assesses plans and consistently communicates;
- an excellent and effective communicator, including one on one, small groups and public speaking, who confidently and persuasively engages community members and groups, staff, and Council;
- is a strategic problem solver who seeks information from multiple sources, communicates ideas and decisions effectively, and evaluates results;
- expertly uses data and metrics to propose solutions and make decisions;
- eliminates silos and seeks commonality across functions *intra*departmentally and works effectively *inter*departmentally to build relationships in service to public safety goals;
- is skilled at engaging collaboratively and diplomatically with a variety of stakeholders such as fire department staff, other Town employees, community members and groups, Town Manager, Town Council, other fire departments and regional, state and federal authorities in order to leverage department opportunities, manage challenges, and maximize resources such as training, equipment, mutual aid, etc.;
- has held multiple assignments across functional areas such as suppression, prevention, and administration leading to a rich understanding of breadth and depth of roles that fire fighters assume;
- demonstrates knowledge and familiarity with the CPSE accreditation process and all areas of fire and rescue, suppression, operations, and prevention as well as technology supporting these functions; and,
- is skilled in budget development and management, policy development and application, effective personnel management, and development.

Salary:

The hiring range for the position is \$125,000 - \$160,000, depending on qualifications and experience.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates>, and click on the **Fire Chief – Town of Apex, NC** title.

To learn more about the selection process, visit <https://developmentalassociates.com/client-openings/>, select “Client Openings” and scroll down to “Important Information for Applicants.” All applications must be submitted online via the Developmental Associates application portal – NOT the Town Employment Application portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters as well as unofficial transcripts must be uploaded with the application. Applicants must apply by July 13th, 2022. Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation on August 15th – 16th, 2022. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate. All inquiries should be emailed to hiring@developmentalassociates.com. The Town of Apex is an Equal Opportunity Employer.



Badge pinning ceremony to introduce fire department members to their new duties.



The recruitment and selection process is being managed by Developmental Associates, LLC

Employee Benefits:

The Town provides an excellent benefits package.

Insurance

Health
Dental
Vision
Life

Paid Leave

Vacation
Sick Leave
Bereavement
Paid Parental
Paid Caregiver
Professional Leave

Retirement and Supplemental Retirement Holidays and Floating Holidays

Other Perks

Credit Union
Longevity Pay
Recognition Programs
Tuition Reimbursement

Voluntary Benefits

Employee Assistance Program
Flexible Spending Account
Short Term Disability

Visit

<https://www.apexnc.org/163/Employee-Benefits>

to learn more.