



**APEX**  
NORTH CAROLINA

## THE TOWN OF APEX

Invites Your Interest in the Position of  
**ASSISTANT FIRE CHIEF**





The growing community of Apex, NC is seeking an experienced fire service expert to serve as **Assistant Fire Chief** over Operations. The **Assistant Fire Chief** is an independent, self-motivated leader who can effectively balance spearheading initiatives while collaborating with other department leaders to achieve the department's mission, vision, and values. The successful candidate will be responsible for the planning and overall management of the department's Operations Division. This position exercises direct supervision over the department's six battalion chiefs (2 per shift), and indirectly supervises all assigned staff within the Operations Division. This position is part of the Fire Chief's Executive Staff which also includes the Assistant Chief of Support Services, Assistant Chief of Professional Standards, and the Fire Marshal.

## About the Community:

Settled in the 1860's 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 1990's 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 14<sup>th</sup> 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. Money Magazine ranked Apex as the #1 Best Place to Live in the US in 2015. The ranking credits high-paying jobs, excellent schools, affordable housing prices, and more. 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 red. 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 a reminder 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. Pleasant Park, located at 3400 Pleasant Plains Road, provides another way for you to Stay and Play right here in Apex. This 92-acre facility welcomes residents and visitors with 6 multi-purpose fields, tennis, pickleball, and basketball courts, a dreamy 1.5-acre Enchanted Forest with 9 inclusive play villages for all ages and abilities, and so much more.

Downtown Apex hosts nearly a dozen street festivals and special events throughout the year, attracting thousands of attendees. 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. 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.

## 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.*



### OVER 400 ACRES OF PARKLAND

*Unique to the town is a disc golf course and a 24-hour custom-designed skate park, as well as multiple parks, such as Pleasant Park, Apex's newest — and largest — park, which offers something for everyone!*



### STREET FESTIVALS AND SPECIAL EVENTS

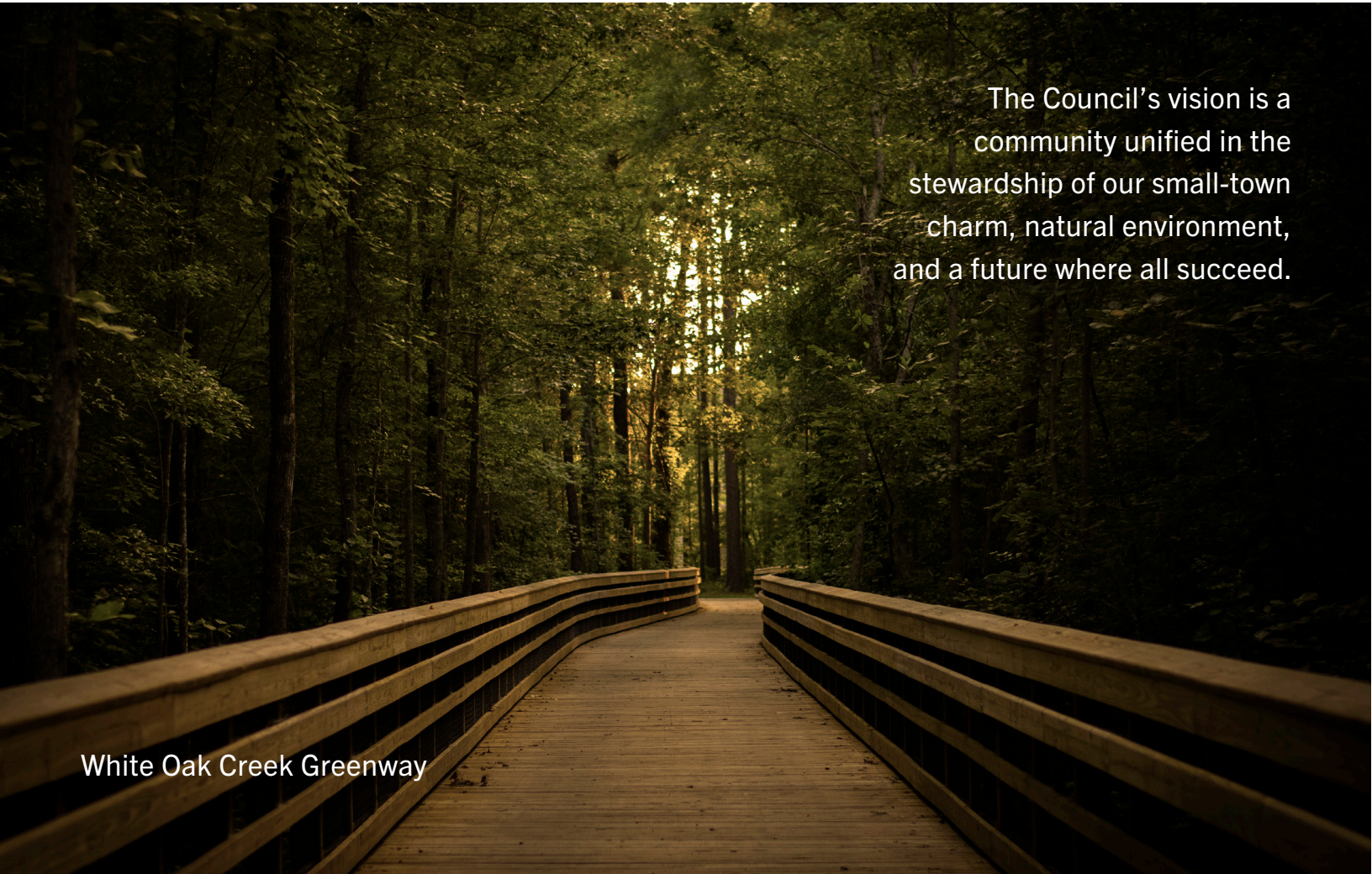
*Nearly a dozen street festivals and special events attract thousands of attendees throughout the year, including Juneteenth (above) and the perennially popular PeakFest, an arts and crafts festival featuring artisans of every kind, live music, food and drink.*



## About the Organization:

The Town of Apex, which operates under the Council-Manager form of government provides exceptional public service that cultivates opportunities for the individual and community to live, thrive, and reach their peak. The Town employs 579 benefitted positions (full and part-time) and 150 seasonal employees across 19 departments. The [2023-2024 Operating Budget](#) totals \$213.4M for all funds and is supported by a tax rate of \$.41 per \$100 of assessed tax value. The Council's vision is realized through the following strategic goals that guide the future of the Town of Apex:

- **A Welcoming Community:** Create a safe and welcoming environment fostering community connections and high-quality recreational and cultural experiences supporting a sense of belonging.
- **High-performing government:** Deliver exceptional service valuing an engaged workforce with an emphasis on efficiency, collaboration, innovation, and inclusion.
- **Economic Vitality:** Improve and sustain an environment that invites and retains a diversity of residents, employment opportunities, and businesses.
- **Responsible Development:** Encourage equitable and sustainable development that provides accessibility and connectivity throughout the community.
- **Environmental Leadership:** Commit to sustaining natural resources and environmental well-being.



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 1939, 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 the department is 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 is committed to comprehensive community risk reduction. Through its fire prevention/education program, on average, fire personnel connect with over 4,000 people annually. In 2023, the department added the position of community risk reduction coordinator within its risk reduction division. 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. The department's CERT members also assist with community events such as Peakfest. In conjunction with its public education programs, the department participates actively with North Carolina SafeKids and through this program provides car seat inspections.

With a FY24 budget of \$16.6M and 114 fire personnel across 6 fire stations, fire personnel are assigned to 1 of 3 shifts that work 24-hour rotations. Each shift is comprised of 34 personnel that provide 24/7/365 emergency response. The Fire Department's Administrative staff works a 40-hour week and is comprised of the Fire Chief, Assistant Chief of Operations, Assistant Chief of Support Services, Assistant Chief of Professional Standards, Emergency Management Coordinator, Administrative Logistics Coordinator, Program Support Specialist, Community Risk Reduction Coordinator, and two Training Coordinators. Additionally, the department's Risk Reduction Division is comprised of the Fire Marshal, Deputy Fire Marshal, and a Fire Inspector.





The Assistant Chiefs report directly to the Fire Chief who evaluates work through observation, conferences, quantitative/qualitative analysis, and written reports. As the supervisor of the Operations Division, this position is expected to remain well-informed of the latest research, resources, and techniques for mitigating fire, emergency medical, hazardous materials, and technical rescue events. Of utmost importance, this **Assistant Chief** is responsible for ensuring that the Operations Division's three shifts operate in a cohesive manner while ensuring that personnel receive fair and equitable treatment regardless of station/shift assignment. In addition to this position's administrative duties, this employee will be required to spend considerable time in the field observing, participating, and establishing effective relationships with the department's members. Ultimately, this **Assistant Chief** will be called upon to provide insight into current operations, identify areas of improvement, and lead the improvement/change efforts targeted at improving the department's performance.

The next **Assistant Fire Chief** will work collaboratively with key stakeholders including the Town's core partners – the Towns of Cary and Morrisville to help 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. The **Assistant Fire Chief** will help maintain the Town's reputation as a leader through engaging in dialogue and practices on fireground procedures, technical rescue policy, ISO and accreditation, and participating in joint training with other agencies.

### Key Position Priorities:

- Lead the operations division by ensuring the proper operational guidelines, procedures, and best practices are being used and followed by all personnel.
- Respond to major emergency incidents to provide support, observe, and fill the role of incident command, if needed.
- Lead and develop the battalion chiefs to create a standardized response to operational and personnel matters across the department.
- Supervise and assign department personnel, organizes, communicates compliance to performance and safety standards, develops recommendations for personnel or the department to ensure the adopted Standards of Cover is met in an effective and efficient manner.
- Support the fire chief and other executive command staff members in executing the department's strategic plan, mission, vision, and values.
- Attend and participate, as needed, in a variety of meetings, committees, and/or other groups to communicate issues, resolve problems, and establish working relationships with various internal and external partners.
- Assist in developing and administering the operational budget by working with staff to determine needs annually.





## Qualifications:

The town seeks a fire service leader with a minimum of 10 years of progressive fire service experience in administration and/or progressive management at the rank of Captain or higher. Bachelor's degree in fire science, public administration, business administration, emergency management or a related field **is required**. Additional requirements include Firefighter Level II, Hazmat Level 1, NFPA 1021 Fire Officer III, NIMS 100, 200, 300, 400, 700, 800 certifications. Must possess and maintain a valid state driver's license with an acceptable driving history.

### Preferred qualifications include the following:

- CPSE Chief Fire Officer Designation or graduation from the Executive Fire Officer Program at the National Fire Academy.
- Completion of the CPSE Quality Improvement for the Fire and Emergency Service Course and Peer Assessor training.

## The Successful Candidate:

- has held multiple assignments across functional areas of fire and rescue such as suppression, prevention, and administration and demonstrates knowledge and familiarity with the CPSE accreditation process;
- engages, involves and collaborates with response partners at high-levels;
- has a proven track record in policy development and consistency of application;
- is a principled leader who values accountability while holding realistic and fair expectations of self and others and has a track record in creating camaraderie and common values across stations and shifts;
- demonstrates effective listening and communication skills - seeks input from relevant parties, realistically assesses plans and consistently communicates including one on one, small groups and public speaking; confidently and persuasively engages community members and groups, staff, and Town leaders;
- 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.;
- is skilled in budget development and management, policy development and application, effective personnel management, and development;
- has impeccable integrity with a proven record of consistent and reliable performance; and,
- maintains knowledge of best practices in fire safety and emergency management through continuing education to include appreciation and understanding of technology



## Salary:

The expected hiring range for the position is \$97,827-\$119,839, depending on qualifications and experience with a full salary range of \$97,827 - \$151,633.

This employee will be subject to the hazards associated with incident response work including working in indoor and outdoor environments, working at heights, experiencing extreme hot and cold temperatures, loud noises, vibration, moving parts, electrical current, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. Employees are also subject to the final OSHA standards on bloodborne pathogens.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates>, and click on the

**Assistant Fire Chief – Town of Apex, NC** title.

### Please note the following:

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the town's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **February 2, 2024**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluation on March 7 – 8, 2024. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct inquiries to [hiring@developmentalassociates.com](mailto:hiring@developmentalassociates.com).

The Town of Apex is an Equal Opportunity Employer.



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select "Client Openings," and scroll down to "Important Information for Applicants."

## Employee Benefits:

The Town provides an excellent benefits package, which also can be viewed [here](#):

### 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