

## Town of Nolensville Job Announcement for Fire Chief

The Town of Nolensville, Tennessee, is seeking a qualified and innovative individual for an exciting opportunity to become the Town's first Fire Chief. Nolensville currently receives fire services through a contract with the Nolensville Volunteer Fire department, and the Town is starting its own combination municipal fire department. The ideal candidate will have a strong background in, and knowledge of, fire administration services and programs, be resourceful, and have a professional interest in influencing strategies for a rapidly growing community that is establishing a fire department.



### The Community

Historic Nolensville is situated in the lush green hills of Williamson County along scenic Mill Creek. It is a great place to raise a family and connect to a community where rural meets suburban, rustic meets quaint, and old meets new. We experience small town life just a short drive away from the cultural and entertainment opportunities of Metropolitan Nashville.

Nolensville was settled in 1797, the Town was originally founded in 1838, and was reincorporated in 1996. Nolensville covers just over 10 square miles and has a population of 11,097. The Town has experienced significant growth over the last ten years, increasing by 71.68% from 2009 to 2019, making Nolensville the third fastest growing city in Tennessee as a percent of population change over ten years. The community's reserve area includes just under 19 square miles, so the Town has significant room to grow.





As to the demand for fire department services, the Town does not have its own fire department yet, but the private volunteer fire department responded to 851 calls for service in 2019, with most of those calls being EMS related. The Town currently enjoys the benefits of a Class 4 ISO rating.

**The Town Government**

The Town is governed by a General Law Mayor-Aldermanic charter. The five-member Board of Mayor and Aldermen sets policy, and daily administration and operations are overseen by the Town Administrator. The Board of Mayor and Aldermen recently approved on first reading a 14¢ tax increase to fund starting a combination fire department.



Due to a recent referendum, Nolenville will convert from a Mayor-Aldermanic charter to a Town Manager-Commission charter this fall.

## **The Position**

The Fire Chief will be the executive head of the fire department and will be directly responsible for proper and efficient operations. The Chief will supervise, regulate, and manage the department and maintain control of all personnel and activities including fire safety education, fire protection, fire extinguishment, emergency medical service, and administration. The Chief will provide highly responsible and technical assistance to the town administrator. Additional duties and responsibilities include:

- Develop the initial startup plan and timeline for the fire department, including planning for the construction of a fire station, specifying and purchasing fire apparatus and equipment, hiring personnel, and developing policies and procedures.
- Select, train, motivate, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide and/or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Develop long-range programs and plans for the increased effectiveness of the department, including fire safety education and suppression programs.
- Develop and administer operating and capital budgets needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Direct and control administrative functions and requirements of the organization. Oversight of all mandates and legislative requirements.
- Act as the Incident Commander on all complex emergencies and coordinates on-scene operations to stabilize incidents. Implements citywide emergency plans and functions, including integration with the County Emergency Operations Center. Develop and administer town emergency management mitigation preparedness plans and activities. Coordinate the response to major incidents such as severe weather emergencies.
- Represent the Town in relationships with the public, community groups, professional organizations, other town departments, and outside agencies.

## **Minimum Qualifications**

Ten (10) years previous experience in firefighting operations; and five (5) years previous experience in firefighting operations as a paid Battalion Chief Officer or higher and training that includes progressively responsible emergency management operations, emergency/disaster planning, public safety, hazardous materials regulations, program/personnel management, and public relations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a bachelor's degree in Emergency Management, Fire Science, Management, Public Administration, or closely related field. Preference may be given to candidates

who are graduates of the Executive Fire Officer (EFO) program from the National Fire Academy and/or possessing personal accreditation as a Chief Fire Officer (CFO) from the Center for Public Safety Excellence.

The applicant must be able to obtain and maintain a valid Tennessee driver license

Must be able to pass a background examination

Required certifications from the Tennessee Commission on Fire Fighting Standards and Certification include:

- Fire Fighter-I
- Fire Fighter-II
- Fire Instructor-I
- Fire Officer-I
- Fire Officer-II
- Ability to obtain Fire Officer-III and Fire Office-IV within first 24 months of employment
- Tennessee certification as a Fire Code Inspector

Tennessee provides reciprocity with certifications bearing International Fire Service Accreditation Congress (IFSAC) or the National Board of Professional Qualifications (ProBoard) seals. Out-of-state candidates should contact the Commission to inquire about reciprocity. Information on reciprocity is available at this link: <https://acadis-portal.tn.gov/AcadisViewer/WebForms/Public/UserDataCollector.aspx?ID=7640fa16-5faa-40a3-8f93-8949291132b6>. All questions on reciprocity should be directed to the Commission.

Required certifications from the Tennessee Office of EMS include:  
AEMT – Advanced Emergency Medical Technician

Tennessee provides reciprocity through the state Office of EMS. Information is available at this link: <https://www.tn.gov/content/dam/tn/health/healthprofboards/ems/Reciprocity.pdf>. All questions on EMS reciprocity should be directed to the state Office of EMS.

### **Knowledge and Skills**

The candidate should possess a solid background in fire administration with knowledge of and skills in:

- Managing municipal finances;
- Setting and achieving goals;
- Microsoft Office software suite (outlook, Word, Excel, PowerPoint);
- Representing the town with the media and the public;
- Ability to communicate effectively both orally and in writing;

- Dealing with personnel issues; and
- Intergovernmental relations.

### **Management Style**

The selected candidate should be:

- Consistent and open in his/her dealings with the Board of Commissioners and the Town Manager;
- Proactive in frequently communicating with a reliable flow of information without filters;
- Possess a management style that is inclusive and open;
- Able to create a spirit of teamwork in selecting, developing and motivating staff;
- Able to hold subordinates accountable while be trusting;
- Able to delegate responsibilities when appropriate.

### **Compensation and Benefits**

- Employer paid medical, dental, vision and life insurance for employee
- The Town is a participating employer of the Tennessee Consolidated Retirement System (TCRS).
- Paid time off including vacation, sick and holiday
- Minimum starting salary of \$90,000

### **How to Apply**

Qualified applicants submit a cover letter and resume to The Town of Nolensville, Attn: Misti Dueñez, P.O. Box 547, Nolensville, TN 37135 or email to [mduenez@nolensvilletn.gov](mailto:mduenez@nolensvilletn.gov)

We will be accepting resumes from September 4, 2020 – October 4, 2020. Applications will not be accepted after October 4, 2020. Qualified applicants will be notified by October 19, 2020 of the next steps. Details will be sent to those applicants selected.

The Town of Nolensville is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

