



CAREER OPPORTUNITY

FIRE CHIEF



The Town of Kill Devil Hills is located in the middle of the Outer Banks and is the largest municipality in Dare County, with a year-round population of over 7,800 people, increasing to about in the summer 60,000. In addition to our beautiful beach, family-friendly recreational sites, and numerous local businesses, our Town holds a piece of an important part of history; on December 17, 1903, Wilbur and Orville Wright were successful in making four flights at the base of the big hill that is now a part of the Wright Brothers National Monument. We are proud to be the site of the first heavier-than-air powered flight. Our pristine beach is an obvious draw to our area, but visiting the beach is just the beginning! Kill Devil Hills takes pride in being able to offer a variety of recreational opportunities to accommodate many people. Finding great fun and adventure here is easy. Deciding among the options is the challenge.

The Position

The Fire Chief plans, organizes, and leads a variety of departmental activities to include firefighting, rescue, fire inspection, training, public education, emergency medical response, hazardous materials response, emergency management response, ocean rescue, and fire prevention in protecting the lives and property of the citizens. Work includes establishing a vision of excellence in customer service and emergency response readiness, and long-range planning for programming facilities, staff, and equipment needs. The Chief manages the department staff, prepares and monitors the budget, plans and evaluates work operations, and directs the hiring, training, and counseling of personnel. The Chief evaluates the need for new equipment, stations, water supply, and ensures a program of fire prevention, inspections, and fire investigations. The Chief's role is responsible for serving as a liaison with County Emergency Management staff in developing and maintaining a Town Emergency Management Plan and response and coordination of Homeland Security requirements. Considerable judgement and expertise is required in directing departmental activities especially in training and in setting and monitoring work standards. Work is performed under general administrative supervision of the Town Manager.



Desired Qualifications

Graduation from a college or university with a degree in fire science, or related field, and completion of advanced courses in fire administration and management. Considerable management experience. Possession of a valid NC driver's license, Fire Officer II certification, EMT certification, Fire Inspector and Fire Investigator certifications. Other certifications as required by the Town.

Key Priorities

- Assessing staffing levels, training, and other work factors; developing and advocating for short and long-term solutions and needs to ensure the department can effectively manage and meet the needs.
- Developing and administering the department's annual budget, ensuring that resources are allocated effectively to meet goals and priorities.
- Planning for the future. Monitoring industry trends and the local emergency management environment to ensure the department's structure and operations exceed industry standards for years to come.



Desired Capabilities

- Interest and ability to respond to calls and perform the emergency management trade in the field.
- Experience in a council-manager form of government and demonstrates expert skills in navigating the complexities of diverse roles, including relationship-building and fostering mutual trust.
- Well-versed in all aspects of fire and rescue, including suppression, operations, and prevention, along with the technology that supports these functions.
- Proficient in budget development and management, policy formulation and implementation, as well as personnel management and growth.
- A hands-on leader who is personable and accessible, maintaining a keen awareness of everyday operations.
- A strategic problem solver with experience in transitioning a small department into a larger one while maintaining its current culture and identity.
- Skilled in collaborative and diplomatic engagement with various stakeholders, including fire department staff, other Town employees, the Board of Commissioners, community members and groups, other fire departments, and regional, state, and federal authorities to optimize department opportunities, address challenges, and maximize resources such as training, equipment, and mutual aid.
- An outstanding and effective communicator, adept in one-on-one interactions, small group settings, and public speaking.



Department Details

The department is staffed with 20.5 full-time personnel (including the Chief) and 24 volunteer firefighters with an operating budget of \$3.7 million for FY26.

The Chief also oversees the Town's Ocean Rescue Division, which staffs 21 lifeguard stands in the season.

Annual Incidents:

2024 - 1,883
2023 - 1,844
2022 - 1,744
2021 - 1,723



POSITION OPEN UNTIL FILLED
To apply, complete the application
on the Town's website,
www.kdhnc.com or scan the QR code



Compensation Package

The hiring range is between \$110,533 - \$176,852, contingent on qualification and experience.

The Town provides a comprehensive benefits package that includes health and dental insurance, life insurance, membership in the NC Local Government Employees Retirement System, 401k contribution, paid vacation and sick leave, paid holidays, a wellness program, and a variety of voluntary benefits.