



NORFOLK AIRPORT AUTHORITY

2200 Norview Avenue
Norfolk, VA 23518

Begin a challenging career with the Norfolk Airport Authority, a political subdivision of the Commonwealth of Virginia. Our mission is to manage the operation, maintenance, development, and marketing of Norfolk International Airport to serve the air transportation needs of southeast Virginia and northeast North Carolina.

Job Title: FIRE CHIEF

Position Number: FULLTIME

Position Number: 900-03-001

Work Schedule: 8:00AM to 4:00PM, Monday through Friday.

Must be able to change to a flexible schedule on an "as needed" basis. Subject to being called 24 hours a day, seven days a week, for emergencies. Must carry Authority provided cell phone or other communication device when off duty.

Starting Salary: \$52.8187 PER HOUR

\$109,862.83 ANNUAL

JOB SUMMARY: This position assumes responsibility for the management of all fire and related emergency services under the direction of the Director of Operations. Duties shall include personnel management, budgeting, training, incident command and the overall upkeep of facilities and equipment.

ESSENTIAL FUNCTIONS: This job description lists only the primary job responsibilities normally assigned to this position but does not restrict the performance of other duties assigned by management.

1. Assumes responsibility for the overall management and performance of the Airport Fire Department under the general direction of the Director of Operations.
2. Responds to all aircraft and other emergencies as needed. Assumes senior advisory position or other staff function as directed by the incident commander. Assumes command, as necessary.
3. Maintains liaison with local, state, and federal emergency services agencies, to include the Aircraft Rescue Firefighting Working Group (ARFF WG).
4. Prepares and manages the annual departmental budget and ensures that expenditures remain within budgetary limitations.
5. Works with outside vendors for the purchase of supplies and equipment. Prepares requisitions and conduct purchases in accordance with Airport Authority guidelines, including the development and writing of bid specifications for major equipment.
6. Assumes responsibility for the overall management and upkeep of Airport Fire Department facilities and equipment.



NORFOLK AIRPORT AUTHORITY

2200 Norview Avenue
Norfolk, VA 23518

7. Assumes responsibility for the overall management of the Airport Fire Department training program. Ensures that training and educational programs meet federal, state, and departmental mission requirements.
8. Makes recommendations to Airport Authority Administration regarding the operations and requirements of the Airport Fire Department.
9. Assumes overall responsibility for the coordination of ancillary functions including fire prevention, environmental hazard control, storm desk operations, related safety and hazard control activities and assist the Operations Department with bird/wildlife control.
10. Administers and adheres to all Airport Authority personnel, EEO and Affirmative Action guidelines.
11. Responsible for the development of the Airport Emergency Plan and AFD Manual of Policy and Procedure.
12. Develops and facilitates FAA mandated annual tabletop/full scale exercises.
13. With the assistance of the Director of Operations, coordinates and facilitates Airport Committee for Emergency Preparedness meetings.
14. Performs the personnel functions of interviewing and selecting, delegating duties and responsibilities, monitoring and evaluating work and administering disciplinary actions; reviews and submits payroll.
15. Attends continuing education to keep current on trends and techniques in the Airport and Fire industry.
16. Assist with the overall operation of the Everbridge Communication System.
17. Conducts research, creates and submits reports as required.

MINIMUM QUALIFICATIONS:

1. Must meet the professional qualifications required by the Commonwealth of Virginia for Fire Instructor III and successfully complete the Aircraft Rescue Firefighter Certification within one year of hire date.
2. Seven years of progressively responsible experience in the delivery of firefighting and related emergency services, including the delivery of emergency medical services at the basic life support (BLS) level. Experience with Emergency Operation Centers (EOC) operations. Five years must be in career firefighting, five years in aircraft rescue is strongly preferred. Three years must have been in a supervisory position, preferably at a chief officer level.



NORFOLK AIRPORT AUTHORITY

2200 Norview Avenue
Norfolk, VA 23518

3. Graduation from a College or University with a bachelor's degree in fire science or a closely related field is required. A master's degree is preferred.
4. Must complete NIMS 100, 200, 300, 400, 700, 800 within 6 months of hire date if the courses have not already been completed.
5. Must be certified as an NFPA 472, Hazardous Materials-Operation-Level (State, IFSAC or Pro-Board issued).
6. Possess a valid Virginia or North Carolina driver's license and meets NAA driving record requirements.
7. Ability to obtain and maintain eligibility to hold a Security Identification Display Area (SIDA) badge as may be required by assigned job duties and responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

1. The Fire Chief must be able to demonstrate technical skills in all aspects of firefighting and emergency services. This incumbent must have a thorough knowledge of aircraft rescue and firefighting, emergency medical services, hazardous material, and fire prevention.
2. The incumbent must possess a good knowledge of Federal Aviation Administration regulations for aircraft rescue and firefighting and related NFPA and Commonwealth of Virginia standards and requirements.
3. The incumbent must possess a good knowledge of airport operations as it relates to vehicular and aircraft movements, runways/taxiway systems and markings, bird/wildlife control, inclement weather operations and communications procedures.
4. The incumbent must possess the ability to provide effective leadership in a diverse environment and work cooperatively with other members of the department, Airport Authority, and members of outside organizations.
5. The incumbent must demonstrate the courteous delivery of service to airport customers.
6. The incumbent must possess effective managerial, organizational, budgeting, and decision-making skills, in addition to being able to communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to perform the physical requirements of the position with or without reasonable accommodation. Duties mostly entail physical activities associated with an office environment. Examples of duties include but are not limited to the ability to write or print legibly, light typing, and filing. The incumbent must have the ability to lift-up to 50 lbs. and carry long distances, open and close heavy file



NORFOLK AIRPORT AUTHORITY

2200 Norview Avenue
Norfolk, VA 23518

drawers, and place files in them. Incumbent must have the ability to sit and stand for long periods of time and walk long distances. Must have the ability to wear fire fighter protective clothing weighing approximately 25 lbs. for extended periods of time. Employee must demonstrate the ability to perform these essential functions during their physical examinations. Incumbent must be able to drive and operate a motor vehicle. The Fire Chief must be able to read and understand policies, procedures, and technical publications of the Federal Aviation Administration, NFPA, Norfolk Airport Authority, and various other laws, regulations, and training publications. The Fire Chief must have the ability to develop and communicate well both in writing and verbally new procedures and directives. The Fire Chief must be able to make decisions under stressful conditions and communicate these in a calm and concise manner. The Fire Chief must be able to interpret the runway marking and lighting system.

DRIVING RECORD REQUIREMENTS:

All drivers must be at least **21** years of age, licensed for at least **3** years, have the type of license required by their state for the vehicles operated and meet the following driving record standards.

- An employee may have a North Carolina or Virginia driver's license as long as they reside in that state.
- An "unacceptable" DMV driving record includes the following violations during the **most recent 3-year period:**

- Two or more at-fault accident convictions
- DWI/DUI
- Drug Offense
- Eluding a Police Officer
- Committing a Felony with a Motor Vehicle
- Foreign citizens with no historical driving record available to us
- Hit Run / Leaving the Scene of an accident
- Lending an Operator's License or Registration to Another
- Three or more moving violations

Note: Texting or cell phone violations are considered moving violations because they increase the chance of being in an accident.

- Moving Violations & Accidents – more than 2 moving violations and/or at fault accidents within the past 12 months
- Open Container Violation
- Passing a Stopped School Bus
- Racing or Speed Contest Violation
- Reckless Driving
- Speeding 25 mph, or more, above speed limit
- Speeding – 10 mph or more over the speed limit in a school zone
- Suspended License
- Suspended License History – Drivers who have had 3 or more license suspensions as a result of moving violations
- Temporary Operator's Permit
- Vehicle Manslaughter/Homicide



NORFOLK AIRPORT AUTHORITY

2200 Norview Avenue
Norfolk, VA 23518

HOW TO APPLY: Interested applicants must submit the following required forms:

- A completed Norfolk Airport Authority application form.
- A current copy of your DMV driving record (dated within the last 30 days of posting date).
You can go online to request a copy of your driving record at www.dmv.virginia.gov
- Please submit the following documents/certificates:
 - Copy of college transcript
 - NFPA 472 Hazardous Materials – Operation - Level

Due to ongoing concerns about COVID-19, please submit all required forms by EMAIL OR FAX ONLY to:

Email: NAAapplications@norfolkairport.com

Fax number: 757-857-3364

Application forms are available on our website
www.norfolkairport.com/employment

CLOSING DATE: All required documentation must be received by 4:00 PM on Wednesday, July 22, 2020.

Norfolk Airport Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer/Veterans/Disabled