

**NEW BERN FIRE-RESCUE DEPARTMENT
CAREER DEVELOPMENT PLAN**

TITLE (GRADE) [TIME IN SERVICE]	EDUCATION	CERTIFICATIONS & LICENSES	EXPERIENCE/SPECIALIZED TRAINING REQUIREMENTS & OTHER QUALIFICATIONS	PROMOTIONAL TESTING REQUIREMENTS
Fire Specialist III (Grade – 14) [TIS – 36 Months]	<ul style="list-style-type: none"> ▶ High School Diploma/GED ▶ Minimum 6 Credit Hours in General Education College Level Courses 	<ul style="list-style-type: none"> ▶ NC Class B Driver's CDL License ▶ ③ NC Driver/Operator Certification (Emergency Vehicle, Pumps & Aerial Operations) ▶ NIMS ICS-800 Certification (Within 90 days) ▶ Fire & Life Safety Level Certification ▶ Fire Inspector I or Rescue Technician Certification ▶ Completion of Requirements for Fire Specialist II 	<ul style="list-style-type: none"> ▶ ① 3 Years Firefighter Experience ▶ ② 12 Hours DOI Recognized Supervisory Classes ▶ Knowledge of City's Geography and Fire Department's Response Area ▶ Knowledge of Principles of Hydraulics as Applied to Fire Suppression ▶ Knowledge of Design, Use & Maintenance of Fire Apparatus and Equipment ▶ Knowledge of City Fire Hydrant Location ▶ Knowledge of Federal, State & Local Laws Governing Operation of Fire Apparatus ▶ Positive Evaluation from Supervisor ▶ Completion of Requirements for Fire Specialist II 	<ul style="list-style-type: none"> ▶ Oral Interview Process
Fire Specialist II (Grade - 13) [TIS - 24 Months]	<ul style="list-style-type: none"> ▶ High School Diploma/GED ▶ Minimum 3 Credit Hours in General Education College Level Courses 	<ul style="list-style-type: none"> ▶ NIMS ICS-200 Certification (Within 90 days) ▶ Medical Responder Certification ▶ ④ Child Safety Seat Technician ▶ Completion of Requirements for Fire Specialist I 	<ul style="list-style-type: none"> ▶ ① 2 Years Firefighter Experience ▶ ② 6 Hours DOI Recognized Supervisory Classes ▶ Knowledge of City's Geography and Fire Department's Response Area ▶ Knowledge of Principles of Hydraulics as Applied to Fire Suppression ▶ Knowledge of Design, Use & Maintenance of Fire Apparatus and Equipment ▶ Knowledge of City Fire Hydrant Location ▶ Knowledge of Federal, State & Local Laws Governing Operation of Fire Apparatus ▶ Positive Evaluation from Supervisor ▶ Completion of Requirements for Fire Specialist I 	<ul style="list-style-type: none"> ▶ Oral Interview Process
Fire Specialist I (Grade - 12) ⑤[TIS - 12 Months]	<ul style="list-style-type: none"> ▶ High School Diploma/GED 	<ul style="list-style-type: none"> ▶ ③ NC Firefighter Certification ▶ ④ NIMS ICS-700 Certification (Within 90 days) ▶ ④ NIMS ICS-100 Certification (Within 90 days) ▶ ④ Haz-Mat Awareness Certification ▶ NC Class C Driver's License 	<ul style="list-style-type: none"> ▶ Minimum 18 Years of Age ▶ ① 1 Year Firefighter Experience 	
Fire Specialist (Grade – 11) [TIS - 0 Months]	<ul style="list-style-type: none"> ▶ High School Diploma/GED 	<ul style="list-style-type: none"> ▶ NC Class C Driver's License ▶ ④ NIMS ICS-700 Certification (Within 90 days) ▶ ④ NIMS ICS-100 Certification (Within 90 days) ▶ Emergency Vehicle Driving Class within 12 months of hire date 	<ul style="list-style-type: none"> ▶ Minimum 18 Years of Age ▶ Firefighter Experience Preferred; not Required 	

NEW BERN FIRE-RESCUE DEPARTMENT CAREER DEVELOPMENT PLAN

LEGEND:

- ① MUNICIPAL FIRE FIGHTING TIME ONLY.
- ② CLASSES MUST HAVE PRIOR APPROVAL OF CHIEF OR DEPUTY CHIEF.
- ③ NORTH CAROLINA FIRE FIGHTING CERTIFICATIONS.
- ④ MUST BE OBTAINED WITHIN ONE (1) YEAR OF HIRE OR PROMOTION THROUGH CAREER DEVELOPMENT PLAN.
- ⑤ IF HIRED AS A FIRE SPECIALIST I, THE 12 MONTH TIME IN SERVICE WILL BE WAIVED. HOWEVER, EMPLOYEE WILL NOT BE ELIGIBLE FOR FIRE SPECIALIST II UNTIL THEY HAVE SERVED 24 MONTHS IN THAT POSITION.

NOTES:

- ◆ Employees hired after July 1, 2016 will be required to meet all prerequisites for career development advancement.
- ◆ Employees hired before July 1, 2016 will be allowed to apply for position under old career development plan prerequisites.
- ◆ Employees offered new position will be given a time frame to meet new career development requirements (time frame will be determined by Fire Chief).
- ❖ Positive evaluation is meeting or exceeding each element.

NEW BERN FIRE-RESCUE DEPARTMENT PROMOTION PLAN

TITLE (GRADE)	EDUCATION	CERTIFICATIONS & LICENSES	EXPERIENCE/SPECIALIZED TRAINING REQUIREMENTS & OTHER QUALIFICATIONS	PROMOTIONAL TESTING REQUIREMENTS
Fire Chief (Grade - 31)	▶ Bachelor of Science Degree in Fire Technology, Business, or Related Field (Master's Degree Preferred)	▶ Chief 101 ▶ Executive Fire Officer or NC Fire Officer III ▶ Chief Fire Officer Designation	▶ Determined by City Manager and Human Resources Director	▶ Determined by City Manager and Human Resources Director
Deputy Chief (Grade - 24)	▶ Bachelor of Science Degree in Fire Technology, Business, or Related Field ▶ Attend Executive Fire Officer Program (Upon Acceptance)	▶ NC Fire Officer II Certification ▶ Completion of Requirements for Battalion Chief	▶ ① 9 Years Firefighter Experience ▶ Extensive Experience in Incident Command ▶ ② 60 Hours DOI Recognized Management/ Supervisory Classes ▶ Resides within a Normal Response Time of 30 Minutes to Headquarters Station ▶ Completion of Requirements for Battalion Chief	▶ Oral Interview Process ▶ Assessment
Fire Marshal (Division Chief) (Grade - 22)	▶ Associates Degree in Fire Technology OR Associates Degree in any Field and a Fire Technology Certificate (Bachelor of Science Degree in Fire Technology, Business, or Related Field Preferred)	▶ Fire Inspector Level III Certification ▶ Fire & Life Safety Level III Certification ▶ Advanced Fire Prevention School Certification ▶ Completion of Requirements for Fire Captain and Fire Prevention Inspector II	▶ ① 7 Years Firefighter Experience ▶ Extensive Experience in Incident Command ▶ ② 48 Hours DOI Recognized Management/ Supervisory Classes ▶ Positive Evaluation from Supervisor ▶ Resides within a Normal Response Time of 30 Minutes to Headquarters Station ▶ Completion of Requirements for Fire Captain and Fire Prevention Inspector II	▶ Oral Interview Process ▶ Assessment
Battalion Chief (Suppression) (Grade - 22)	▶ Associates Degree in Fire Technology OR Associates Degree in any Field and a Fire Technology Certificate (Bachelor of Science Degree in Fire Technology, Business, or Related Field Preferred)	▶ NC Fire Officer II Certification ▶ Basic Fire Prevention School Certification ▶ Fire & Life Safety Level I Certification ▶ Completion of Requirements for Fire Captain	▶ ① 7 Years Firefighter Experience ▶ Extensive Experience as Company Officer and in Incident Command ▶ ② 48 Hours DOI Recognized Management/ Supervisory Classes ▶ Completion of Basic Fire Investigation Training ▶ Positive Evaluation from Supervisor ▶ Completion of Requirements for Fire Captain	▶ Oral Interview Process ▶ Assessment
Division Chief (Training) (Grade - 22)	▶ Associates Degree in Fire Technology OR Associates Degree in any Field and a Fire Technology Certificate (Bachelor of Science Degree in Fire Technology, Business, or Related Field Preferred)	▶ NC Fire Officer II Certification ▶ Incident Safety Officer Certification ▶ Fire & Life Safety Level Certification ▶ Completion of Requirements for Fire Captain	▶ ① 7 Years Firefighter Experience ▶ Experience as Fire Captain and Shift Training ▶ ② 48 Hours DOI Recognized Management/ Supervisory Classes ▶ Completion of Basic Fire Investigation Training ▶ Positive Evaluation from Supervisor ▶ Completion of Requirements for Fire Captain	▶ Oral Interview Process ▶ Assessment

NEW BERN FIRE-RESCUE DEPARTMENT PROMOTION PLAN

TITLE (GRADE)	EDUCATION	CERTIFICATIONS & LICENSES	EXPERIENCE/SPECIALIZED TRAINING REQUIREMENTS & OTHER QUALIFICATIONS	PROMOTIONAL TESTING REQUIREMENTS
Fire Inspector II (Assistant Fire Marshal) (Grade - 18)	<ul style="list-style-type: none"> ▶ High School Diploma/GED ▶ Minimum Fire Technology Certificate 	<ul style="list-style-type: none"> ▶ Fire Inspector Level III Certification ▶ Fire & Life Safety Level II Certification ▶ Fire Investigator Certification ▶ Intermediate Fire Prevention School Certification ▶ Completion of Requirements for Fire Captain 	<ul style="list-style-type: none"> ▶ ① 5 Years Firefighter Experience ▶ ② 36 Hours Management/Supervisory Classes ▶ Incident Command Training ▶ Fire Ground Tactical Training ▶ Positive Evaluation from Supervisor ▶ Completion of Requirements for Fire Captain 	<ul style="list-style-type: none"> ▶ Written Examination (70% Passing) ▶ Oral Interview Process ▶ Assessment
Fire Captain (Suppression) (Grade - 18)	<ul style="list-style-type: none"> ▶ High School Diploma/GED ▶ Minimum Fire Technology Certificate ▶ Minimum 18 Credit Hours in General Education College Level Courses 	<ul style="list-style-type: none"> ▶ NC Fire Officer I Certification ▶ NC Fire Instructor Certification ▶ NIMS ICS-300 & 400 Certification (12 months) ▶ Completion of Requirements for Fire Engineer 	<ul style="list-style-type: none"> ▶ ① 5 Years Firefighter Experience ▶ ② 36 Hours DOI Recognized Management/Supervisory Classes ▶ Incident Command Training ▶ Fire Ground Tactical Training ▶ Positive Evaluation from Supervisor ▶ Completion of Requirement for Fire Engineer 	<ul style="list-style-type: none"> ▶ Written Examination (70% Passing) ▶ Oral Interview Process ▶ Assessment
Fire Engineer (Grade - 17)	<ul style="list-style-type: none"> ▶ High School Diploma/GED ▶ Minimum 12 Credit Hours in General Education College Level Courses 	<ul style="list-style-type: none"> ▶ ③ NC Driver/Operator-Instructor Certification (Emergency Vehicle, Pumps & Aerial Operations) ▶ NIMS ICS-800 Certification (90 days) ▶ Class A CDL ▶ Completion of Requirements for Fire Specialist III 	<ul style="list-style-type: none"> ▶ ① 4 Years Firefighter Experience ▶ ② 24 Hours DOI Recognized Management/Supervisory Classes ▶ Basic Employee Supervision & Training ▶ Positive Evaluation from Supervisor ▶ Completion of Requirements for Fire Specialist III 	<ul style="list-style-type: none"> ▶ Written Examination (70% Passing) ▶ Manipulative/Driving Exam (70% Passing) ▶ Oral Interview Process ▶ Assessment
Fire Inspector (Grade - 16)	<ul style="list-style-type: none"> ▶ High School Diploma/GED ▶ Minimum 6 Credit Hours in General Education College Level Courses 	<ul style="list-style-type: none"> ▶ Fire Inspector Level II Certification ▶ Fire & Life Safety Level I Certification ▶ Fire Investigator Certification ▶ Basic Fire Prevention School Certification ▶ Completion of Requirements for Fire Specialist III 	<ul style="list-style-type: none"> ▶ ① 4 Years Firefighter Experience ▶ ② 24 Hours DOI Recognized Management/Supervisory Classes ▶ Basic Employee Supervision & Training ▶ Positive Evaluation from Supervisor ▶ Resides Within a Normal Response Time of 30 Minutes to Headquarters Station ▶ Completion of Requirements for Fire Specialist III 	<ul style="list-style-type: none"> ▶ Oral Interview Process

LEGEND:

- ① MUNICIPAL FIRE FIGHTING TIME ONLY
- ② CLASSES MUST HAVE PRIOR APPROVAL OF CHIEF, DEPUTY CHIEF or FIRE MARSHAL
- ③ NORTH CAROLINA FIRE FIGHTING CERTIFICATIONS

NOTES:

- ♦ Employees hired after July 1, 2016 will be required to meet all prerequisites for career development advancement.
- ♦♦ Employees hired before July 1, 2016 will be allowed to apply for position under old career development plan prerequisites.
- ♦♦♦ Employees offered new position will be given a time frame to meet new career development requirements (time frame will be determined by Fire Chief).
- * College degrees or supplemental college courses must be from an accredited college or university.
- ❖ Positive evaluation is meeting or exceeding of each element.