

Class Title: Fire Chief

Department: Fire

Supervisor: Mayor and City Administrator

Supervises: All Department Personnel

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates, and evaluates all activities in the administration, supervision, command, and technical oversight of the city's fire department. Departmental work involves fire prevention, education, and fire fighting. This position works under the general supervision of the Mayor and City Administrator.

General Duties and Responsibilities:

Essential: Plans and coordinates effective fire prevention, suppression, investigation within the city; ability to oversee the administrative activities of the fire department such as scheduling, policy recommendation, recordkeeping and training; plan and coordinate fire prevention and fire fighting activities for the city; work during inclement weather, and at varied hours of the day or night in fire fighting and fire suppression activities; works at heights; ability to communicate accurately, tactfully, and sensitively with other city employees, city officers, government agencies; and the general public regarding fires, accidents, and emergency response situations; supervises first responder and water rescue activities by the department; accurately maintains necessary documents and reports regarding the operation of department; formulates departmental policy and procedure; and presents policy recommendations to the city council; ability to effectively supervise all fire department employees, including volunteers, in the performance of departmental activities; plans and supervises adequate training for department as needed; ability to prepare and implement a departmental budget; reviews and recommends acceptable standards for the recruitment, selection, and promotion of all departmental employees; initiates and coordinates the investigation of all fires within the City limits, and assists law enforcement and investigative officials in the proper identification, inventory, documentation and maintenance of all evidence collected for use in criminal proceedings; oversees the scheduling and evaluation of all workers in the fire department; plans for and recommends the purchase of necessary supplies and equipment for the department; oversees the proper maintenance and inventory of all departmental equipment; ensures the safe care and use of fire equipment in the performance of duties; ability to lift and carry in excess of 50 pounds as required; must be able to perform the essential functions and job duties of the Assistant Fire Chief and Firefighters; must satisfactorily complete Fire Prevention Inspector training; must satisfactorily complete Bureau of Training Command course (Level I or Level II), as well as subsequent 100 hours of annual continuing training to qualify for the State training incentive. Required, from time-to-time, to work with the Water Department to evaluate water supply and determine general maintenance to the water supply system to enhance performance. Performs other duties as required.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation a two-year college or university, with an associates degree in fire science, or a related field, supplemented by significantly responsible fire prevention and suppression experience in a supervisory position; graduation from a four-hundred (400) hour Basic Training Course supplemented by one hundred (100) hours of annual training (as prescribed by KRS 95A.200-300); must possess Kentucky Emergency Medical Technician B (EMT-B) or better; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

Special Knowledge, Skills, and Abilities:

Knowledge: Extensive knowledge of fire prevention and suppression practice, methods and theory, including training practices and tactical utilization of equipment in fire suppression and other department activities; extensive knowledge and application of City, State, and Federal laws and administrative regulations; considerable knowledge of first-aid and water rescue procedures and techniques; knowledge of the geography of the jurisdiction; considerable knowledge of federal, state, and local laws and ordinances; considerable knowledge of fire investigation methods, practices, and procedures, including the proper procedures regarding the collection and maintenance of evidence; considerable knowledge of basic administrative procedures, and how to apply them on a departmental basis.

Skills: Able to analyze situations and act quickly and efficiently in high stress situations; able to apply knowledge or proper procedures in specific situations; able to operate various fire trucks, automobiles, or other motor vehicles at high speeds, or at speeds above the posted speed limit, or in a dangerous situation;

Abilities: Ability to establish and maintain effective working relationships with other city employees and officers, government agencies, and the general public; ability to communicate effectively, including the accurate preparation of reports; ability to effectively supervise all departmental employees in the performance of departmental activities; ability to apply knowledge or proper procedures to specific situations; ability to properly train fire personnel in the safe care and use of departmental equipment.

ADDITIONAL INFORMATION

Instructions: Very general: many aspects of work are covered specifically, but must use own judgment some of the time.

Processes: Must frequently refine existing work methods and development of new techniques, concepts, or programs within established limits or policies.

Review of Work: Work is reviewed through verbal and written reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide

knowledge of many factors where application of advanced or technical concepts are required. Decisions are frequently made in practical situations during emergency responses.

Tools, Equipment, and Vehicles Used: Fire pumpers, tankers, ladder trucks, fire suppression equipment including, but not limited to: hoses, nozzles, axes, ladders, SCBA, and other ancillary equipment used as needed; office equipment, including computers, etc.

Physical Requirements of the Job: Work involves sitting, standing, stooping, walking; extreme physical demands at emergency scenes for long periods of time; must be able to successfully complete fire department physical and stress test; must be able to wear a self contained breathing apparatus (SCBA), and operate with its use in hazardous atmospheres; lifting heavy objects (some more than twenty-five [>25] pounds); may be outdoors for long periods of time, regardless of weather conditions; exposed to high places, confined spaces, noise, machinery and its moving parts, fumes, chemicals, and toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Constant.

Special Licensing and Training Requirements: Possession of a valid Kentucky vehicle operator's license; must have completed, or be eligible to complete, the Basic Training Course; must have completed, or be eligible to complete, Fire Inspector Training Course.

Legal Requirements: An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Availability: Work week is from 8:00 AM to 5:00 PM Monday through Friday, however, the position is subject to callout, and must be able to work irregular hours; must be able to respond to calls at all hours for all emergency response situations.

Overtime Provisions: Exempt.

- The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as exhaustive statement of duties, requirements, or responsibilities.