



South Oldham Fire Department



APPLICATION FOR EMPLOYMENT

Personal Information			
Name			
Home Address		City	State Zip
Home and /or Cell Phone #'s	Are You 18 Years of Age YES NO		Email
Place of Employment	Employer Address & Employer Phone#		
SOFD ID# (To be Completed by SOFD)	Driver Operators License# and Issuing State		Exp. Date

Experience & Education			
Highest Level of Formal Education		School	
Previous Fire Service Experience YES NO	If YES - Which Department(s)		If YES - How Long
Arc you a KY Certified Firefighter? YES NO KY Firefighter, · # (if known)	First Responder#	EMT#	Paramedic#
List any Specialized Training/ Skills/ Certifications			

References			
Name	Address /Phone#	Business	Years Known

I completed this application truthfully and completely. I authorize the South Oldham Fire Department to verify all of my answers to this application. I understand and agree to give permission to the South Oldham Fire Department to check driving records and police records, and to verify the information contained in this application with any other persons or entities listed in this application. I further understand that any mis representation of information on this application, false statements, or omission of material information made by me may result in termination of consideration for employment or dismissal if already employed.

Applicant's Signature _____ **Date:** _____

Chief Sig nature _____ **Date:** _____

P.O. BOX 245
6310 Old LaGrange Road
Crestwood, KY 40014



Phone: 502-241-8992

Fax: 502-241-5593

www.southoldhamfire.com

EMPLOYMENT OPPORTUNITY

South Oldham Fire Department • Oldham County, Kentucky

South Oldham Fire Department is currently accepting applications for the full-time position of **Fire Chief**. Applications should be completed and submitted electronically to SOFDChiefApply@gmail.com. Any questions about this vacancy should be directed to the same email address.

Minimum Qualifications:

- High School Graduate, or equivalent.
- Ten (10) years of firefighting, safety and risk management experience in a professional firefighter position, with five (5) years in a Battalion Chief or higher-level command position.
- Possess a 400-hour basic Firefighter Training or equivalent and have the ability to continue annual training as required by Kentucky State Fire Commission and the Fire Protection Personnel Standards and Education.
- Ability to communicate effectively in writing and orally.
- Knowledgeable in the use of computers and department software applications.
- Possess a valid state driver's license.
- Applicant must complete a background check and medical physical including drug screen.

Benefits:

- State Incentive Pay - \$4,000.00 annually upon completion of 400 hours certified Firefighter by the Kentucky Fire Commission
- Medical Insurance for Employee Only
- Dental & Vision
- Employee Assistance Program
- Short-Term Disability Insurance
- Life and Accident Insurance
- C.E.R.S. Hazardous Duty Retirement
- Vacation
- Personal Days - 48 hours annually, available upon employment, time will be prorated based upon start date
- Sick Leave - accrued bi-weekly each pay period

South Oldham Fire Department is an Equal Opportunity Employer and Drug Free Workplace

Job Description

Job Title: Fire Chief

Reports Directly To: South Oldham Fire Department, Inc. Board of Directors

Job Purpose

The Fire Chief is the Chief Executive Officer of the Fire Department, appointed by and responsible to the South Oldham Fire Department, Inc. (SOFDI) Board of Directors (BOD) for the effective, efficient, and legal conduct of the fire department and its employees. The Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing all aspects of the fire department. Such work includes, but is not limited to, creating, and maintaining department policies and budgets, ensuring required records are submitted complete and accurate, and ensuring all department services are continually monitored to prevent the loss of life and property by fire and/or emergency medical conditions. Performs additional duties, as needed or assigned by the BOD.

Essential Duties and Responsibilities

- Through the chain of command, the Fire Chief is responsible for the general direction, supervision and evaluation of all paid and volunteer personnel, including employee safety, training and job performance.
- Develops and proposes to the BOD the department's annual budget and strategic planning.
- Monitors and controls department appropriations and expenditures.
- Maintain communications with BOD identifying significant problems and developments to facilitate board management decision making.
- Recommends and enforces all department policies, procedures, rules, and regulations.
- Evaluates the need for and recommends to the BOD the purchase of new equipment, apparatus, additional personnel, and emergency supplies when needed.
- Performs additional administrative duties as may be assigned by the BOD.
- Responds to alarms, administers initial emergency (care, response and/or service) when necessary, and directs activities at the scene of emergencies, as required. Inspects property for fire dangers and damage.
- Coordinates Mutual Aid Agreements with local Fire Departments.
- Provides guidance to department officers in the planning and implementation of operations, programs, training, and personnel management.
- Attends professional, trade and community meetings, trainings and events to keep abreast of current events within the fire service and within the communities.
- Performs related duties, as needed, to meet the needs of the fire department.

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- Ability to communicate effectively in writing and orally.
- Knowledgeable in the use of computers and department software applications.
- Possess a valid state driver's license

Preferred Qualifications

- Currently possess, and have the ability to maintain, a Kentucky EMT or Paramedic License.
- IFSAC Firefighter I and II
- Have a working knowledge of federal, state and local laws and ordinances pertaining to fire and ambulatory services, including fire inspection.
- Ability to operate emergency apparatus and equipment, with knowledge of safety policies and regulations, as well as applicable federal, state and local laws.