



## Job Description

### ***THE CITY OF DANVILLE:***

The City of Danville is located 35 miles southwest of Lexington and is a thriving community with a population of 17,000. The City is a municipal government agency with a highly efficient infrastructure providing a broad range of public services: water and wastewater treatment, police and fire services, 911 emergency dispatch services, parks and recreation, cemeteries, and public works. The City of Danville is also the business hub to a 5 county, 100,000 +region with quality school systems and a highly educated workforce.

**Position:** Fire Chief

**Pay Classification:** Exempt

**Job Classification:** Full-time

**Pay Grade:** Fire Chief

**Location:** 461 West Main Street, Danville, KY 40422

**Department:** Fire Department

---

### **Responsible To:**

City Manager

### **Position Summary:**

Under general supervision of the City Manager the Fire Chief plans, organizes, coordinates, implements, and evaluates the activities of the municipal fire department. This position oversees and administers the fire department which include fire prevention, fire suppression, first responder emergency medical services, rescue services and serves as the City's Emergency Management Coordinator. The position performs administrative, operational, and professional management work in providing direction and support based on state statutes KRS 83A.080 and City of Danville Ordinance #1617 including recruiting, onboarding, training, and managing personnel in compliance with all federal, state, and local laws. The Fire Chief is required to exercise good judgment and overall supervision of fire services, first responder services and emergency management systems, and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

### **Supervisory Responsibilities:**

Yes

**Duties/Responsibilities:**

- Under guidance of the City Manager, is responsible for the development, planning, coordination, implementation, and evaluation of the fire department including operations, fire suppression, fire prevention, rescue, and emergency medical services.
- Responsible for developing annual department budget proposal and management of operational expenditures.
- Has overall responsibility for the planning, oversight and management of short-term and long-term capital projects, equipment and apparatuses, and fire personnel personal protection equipment for the fire department.
- Responsible for the maintenance of the building, grounds, and equipment. Also responsible for supervising periodic maintenance, testing and flushing of fire hydrants.
- Responsible for the development, evaluation, and implementation of departmental operational policies and procedures.
- Oversees the training, development, and evaluation of all fire department personnel.
- Ensures compliance with all federal, state, and local fire service laws and regulations.
- As needed, will be required to go on emergency service calls and perform the duties of a Firefighter and EMT and take command of emergency scenes.
- Has overall responsibility for operational planning and scheduling to ensure adequate staffing levels are maintained at all times.
- Ensures compliance with all occupational safety and health policies and procedures.
- Support and collaborates with other City departments and outside agencies regarding fire protection services.
- Responsible for maintaining continuing education requirements to stay current with fire service, emergency medical services, and emergency management practices and procedures.
- Maintain operational records of department
- Performs other duties as assigned.

**Required Skills/Abilities:**

- Extensive knowledge of the principles and practices of fire service, emergency medical services, and emergency management operations.
- Extensive knowledge of federal, state, and local rules and regulations as it relates to fire service and emergency medical services.
- Strong leadership skills with the ability to develop and lead fire service personnel.
- Excellent verbal and written communication skills.
- Ability to work in a team environment, with the ability to work across all levels of city officials, employees, agencies, organizations, and the general public.
- Strong working knowledge of, or the ability to learn, the geography of the City of Danville.
- Ability to work independently with minimal supervision.
- Excellent organizational and planning skills
- Ability to provide both verbal and written comprehensive reports and in a public setting
- Strong situational judgement skills with the ability to apply to the decision-making process..



- Ability to operate with a servant leadership mindset in support of public service.
- Strong emotional intelligent skills with the ability to remain calm under stress.
- Strong analytical skills with the ability to identify and solve complex problems.
- Extensive knowledge of occupational safety and health regulations.
- Ability to work a flexible work schedule, that includes nights, weekends, and holidays as job duties demand.

### **Education and Experience:**

- HS Diploma or GED
- Bachelor's degree in fire science, public administration, or related field is preferred.
- 7-10 years of experience in fire suppression, fire services, and emergency medical services
- 3-5 years of experience as a Chief or Command Level Officer with a full-time fire department.
- Working knowledge of emergency management services.
- Must have valid and current Kentucky driver's license.

### **Certifications:**

- 400hr KY state fire certification
- IFSAC Firefighter I and II
- Kentucky Emergency Medical Technician
- Kentucky Fire Commission Instructor Level 1
- Hazardous Material Technician

### **Physical Requirements:**

- Must have the ability to sit a workstation for extended periods of time.
- Walking, twisting, stooping, and bending on a regular basis.
- Ability to climb ladders at heights not to exceed 1 story above ground level.
- Lifting up to 50lbs regularly
- Must have corrective 20/20 vision.
- Must have adequate hearing levels in the 250hz to 8000hz range, with or without a prescribed hearing device.

### **Benefits:**

- 100% paid family medical, dental, and vision Insurance
- Company paid employee short- & long-term disability insurance
- 100% paid employee basic life Insurance
- Supplemental insurance program



- Vacation pay
- Sick leave pay
- Holiday pay
- Longevity Incentive program
- Annual clothing allowance
- Paid gym membership fees
- Educational Assistance program
- KY CERS Hazardous Duty Retirement
- All benefits available date of hire

**Compensation:**

- \$75,068 - \$112,027 annually plus KY state fire incentive certification
- Candidate's starting salary will be commensurate with their level of fire service experience

**Application Instructions:**

- Interested candidates will need to apply online through the City's Careers Page at [www.danvilleky.org](http://www.danvilleky.org)

**EEO Disclaimer:**

The City of Danville provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.

This policy applies to all aspects of employment, including recruitment, hiring, placement, promotion, discipline, demotion, termination, layoffs, recalls, leaves of absence, training, compensation, and benefits.