

City of Harrodsburg
Position Classifications

Class Title
Fire Chief

Characteristics of the Class

Under general administrative direction from the City Administrative Officer, plans, directs, and evaluates all activities of the fire department. Performs related work as required.

Examples of Duties or Responsibilities of the Classification

(Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to add to or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality)

Responsible for planning, oversight and evaluation of all activities and programs of the fire department. Formulated departmental operating procedures consistent with relevant state and national standards. Responds to all calls, providing supervision, instructions, and personal participation as appropriate. Investigates fires to determine cause. Prepares required reports and maintains necessary records regarding departmental activities. Supervises all departmental employees, ensuring that employees remain in compliance with mandated training and certification renewals. Prepares departmental budget in conjunction with City Administrative Officer (CAO), and ensures that department programs are performed within budget constraints. Evaluates departmental needs and makes recommendations for the purchase of necessary equipment. Supervises the installation, testing, maintenance, and repair of fire equipment and apparatus. Represents department in appropriate civic and school activities, including fire prevention programs. Provides CAO and city commission with appropriate reports and information. Attends all city commission meetings. Performs related duties as required.

Works with the safety committee to promote a safe, accident free and healthy work environment in compliance with established general safety policies and procedures, federal and state laws and administrative regulations. Assures the implementation of the City Safety Manual. Reviews workers' compensation program, including working with human resources officer and KLC and insurance services to reduce lost time and monitor unjust claims. Analyzes cause of industrial accidents and health hazards for use by city personnel. Monitors regulatory changes through trade publications, external contacts, and off-site training programs and makes recommendations to the safety committee based upon these changes. Compiles and submits accident reports required by regulatory agencies and cooperates in the preparation of material and evidence for use in hearings, investigations, and/or legal actions. Assists department supervisors with safety orientation for new employees and other safety programs and initiatives as needed, including but not limited to confined space program, hazardous waste and hazard communications program, lockout/tagout program, etc. Coordinates CPR, first aid and respiratory training for all city personnel.

Inspects facilities to detect existing or potential accident and health hazards, and recommends correction or preventive measures where indicated. Coordinates facilities' emergency evacuation plan and drills. Monitors employee's protective clothing program according to regulatory standards. Implements, develops and evaluates city wide safety training. Directs the development and maintenance of Material Safety Data Sheets program. Directs and advises the commission on any specialized safety program and training changes required by KLC, KRS or other governing body. Serves as city contact for outside safety related governmental or insurance inspections. Other related safety duties as required or requested.

Typical Working Conditions and Unique Physical Requirements

(Persons employed in this classification will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of an individual position.)

Depending on the duties being performed, activities may be in office, at the station, or at the scene of fires or inspections. Must respond to calls in all weather conditions and in any type of terrain. Position requires that employee be able to perform extremely strenuous activities for long periods of time. In addition to weight of protective equipment, must be able to carry weights of one hundred fifty (150) pounds in rescue situation. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of emergency response.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by ten (10) years of progressively responsible firefighting experience. At least three (3) years of experience must have been in a responsible supervisory position, preferably as chief or assistant chief of a department. A bachelor's degree in a relative field of study may be substituted for three (3) years of firefighting experience. Completion of initial training and maintenance of annual in-service training requirements at a school or method certified by the Commission on Fire Protection Personnel Standards and Education, as required by KRS 95A.230.

Special Licensing Requirements

Valid driver's license

IFSAC Certified Instructor Level I

IFSAC Fire Officer I

Kentucky Fire Inspector's Certification

NFPA Inspector I and Inspector II

Kentucky Certified Firefighter at 300-hour level minimum, confined space rescue technician, hazardous materials awareness and operations, training in basic first-aid, blood borne pathogens and CPR instructor, EMT-b certified

Special Knowledge, Skills and Abilities

Extensive knowledge of modern firefighting principles, practices, methods and equipment. Extensive knowledge of Kentucky fire code. Comprehensive knowledge of statutes and regulations governing the operation of fire departments. Comprehensive knowledge concerning the operations and maintenance of fire vehicles, equipment and related apparatus. Knowledge of, or ability to learn, the geography of the city, including the location of streets and roads, fire hydrants and the locations/interior design of major buildings. Ability to analyze emergency situations and develop timely, efficient and reasonable courses of action. Ability to endure high stress situations association with firefighting. Ability to evaluate personnel, to maintain discipline and respect of subordinates, and to command employees effectively. Supervisory skills, with ability to establish and maintain effective working relationships with employees, city officials and the general public. Knowledge of fire preventions techniques, with ability to relate this information to citizens, schools and civic organizations through educational programs. Ability to develop and maintain accurate records and reports as required by state and local statutes and regulations. Extensive knowledge of safety and risk management principles and practices. Extensive knowledge of public utilities and the dangers of each utility. Extensive knowledge of City operations, policies and procedures.

Overtime Status

Exempt