



JEFFERSONTOWN FIRE PROTECTION DISTRICT

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JOB POSTING

FIRE CHIEF

The Jeffersontown Fire Protection District is seeking to fill the position of Fire Chief. The Jeffersontown Fire Protection District provides both fire and EMS emergency services in Jefferson County, Kentucky. We are a growing department with over 90 full-time employees that staff three fire stations (soon to be four) in our approximately 30 square mile fire district. The community is made up of both residential and commercial real estate with a booming business industrial park.

The Fire Chief is responsible for all aspects of the operation and shall delegate and empower members of the District in the discharge of the duties of the Office of Chief. In addition, the Chief will be responsible for the District's budget and financial well-being. The employee holding this position must have a working knowledge of fire suppression, rescue operations, emergency medical services, financial and personnel management. The Chief has supervisory responsibilities for all personnel who serve the District. The Chief is also responsible for administering the resources of the District and managing all personnel, equipment, apparatus, at the stations and at fire/emergency sites. The Chief at his/her discretion will act as the Incident Commander at any call for service and assigns employees to perform the tasks required to accomplish these duties in the most efficient manner. The individual will perform other duties as requested by the Board of Trustees.

Resumes can be sent electronically via the online application at the link below and will be accepted beginning January 17, 2024, through February 16, 2024, at 5pm EDT. A screening process will be completed before interviews are scheduled.

We embrace and value diversity and inclusion. Women and Minorities, along with veterans and others who are members of a protected class, or who may need workplace accommodation, are encouraged to apply.

Any questions or request for additional information should be sent to firechiefapps@jeffersontownfire.com.

Application Link: <https://form.jotform.com/240096848694168>

I. Position Purpose

The Chief is accountable to the Jeffersontown Fire Protection District Board of Trustees and is responsible for the operation of the Jeffersontown Fire Protection District. The Chief is ultimately responsible for all aspects of the operation and shall delegate and empower members of the District in the discharge of the duties of the Office of Chief. In addition, the Chief will be responsible for the Department's budget and financial well-being. The employee holding this position must have a working knowledge of fire suppression, rescue operations, emergency medical services, financial and personnel management. The Chief has supervisory responsibilities for all personnel who serve the District. The Chief is also responsible for administering the resources of the District and managing all personnel, equipment, apparatus at the stations and at fire/emergency sites. The Chief, at his/her discretion, will act as the Incident Commander at any call for service and assigns employees to perform the tasks required to accomplish these duties and responsibilities in the most efficient manner. This individual will perform other duties as requested by the Board of Trustees.

II. Minimum Qualifications

- Applicant has the knowledge and skills equivalent to an associate degree from an accredited college or university with major course work in fire science, public administration or a related field.
- Fifteen (15) years in Fire Service with a minimum of five years as a Fire/EMS Chief, or in a command staff, supervisory, or administrative role with a department of comparable size.
- Ability to lead, motivate, train, coordinate & delegate; provide leadership to personnel; analyze data, create plans, and develop budgets; rapidly make critical decisions under emergency circumstances; write, communicate, and report in descriptive detail; act as liaison and foster positive community and governmental interactions; delegate and organize multiple, changing responsibilities; prioritize work to meet goals and objectives within acceptable time frames; plan, evaluate, assign, and coordinate activities performed by the District; prepare technical and administrative reports; work with others in a high pressure situation with little or no supervision; approach problem-solving as an innovative process.
- Effective oral and written communication skills.
- Knowledge of the legislative process at the local and state level.
- IFSAC Firefighter I & II certification or equivalent.

- Certified to a minimum level of emergency medical technician (NREMT or state)
- Candidate Physical Ability Test (CPAT) certified, if required for state certification
- A person of good moral character.
- Must be able to read, write, understand, and speak the English language.
- Must possess a valid driver's license.
- The Board of Trustees reserves the right to waive any of the minimum qualifications set forth above, and to allow a combination of education, training, and experience, when competency in the role can be demonstrated, unless such substitution is prohibited by regulation.
- A reasonable accommodation under The Americans with Disabilities may be made to those who are able to perform the essential duties of the job.

III. Fire Chief Emergency Response Responsibilities / Duties / Functions / Tasks

- Respond to incidents as needed; deploy fire apparatus and District personnel in the most advantageous manner for the control and extinguishment of fire, and the preservation of life and property.
- Conduct fire suppression and rescue operations as needed with primary regard for life safety, property conservation & incident stabilization.
- Take precautionary measures so that the premises on which fires occur are left in such a condition that they will not rekindle and further endanger life or property.
- Establish suitable Standard Operating Procedures necessary for the efficient operation of the District.
- Maintain a balance of personnel by appropriate assignments to stations to always provide sufficient personnel available.
- In conjunction with the Chief Officers, be responsible for developing and maintaining appropriate response plans for the District.

IV. Fire Chief Administrative Responsibilities / Duties / Functions / Tasks

- Have a thorough understanding of KRS. Chapter 75 regarding how Fire Protection Districts operate in the Commonwealth of Kentucky.
- Oversees all District day-to-day operations of the following areas:
 - Suppression: Maintains staffing levels for current deployment model of 4 staffed fire companies.

- Emergency Medical Services: Maintains staffing levels for current deployment model of 3 staffed EMS Units.
- Fire Prevention: Ensures that fire prevention and education programs are delivered to the public as needed as well as a fire safety inspection program for all businesses and multifamily dwellings within the District.
- Training: Ensures fire and medical training is constantly re-evaluated so staff is provided with the most up-to-date training that maximizes the District's resources.
- Administration:
 - Oversees all day-to-day business operations as they relate to all financial matters as well as all HR related documentation and record keeping for all employees.
 - Annually prepares the operating budget for the Board of Trustees.
 - Approves all expenditures and payments and stays within the confines of the operating budget in accordance with generally accepted accounting principles consistently applied.
 - Annually reviews all employee benefits. (E.g. salaries, health insurance, paid time off, etc.).
 - Reviews all contracts and leases annually that are held by the District.
 - Attends monthly Board of Trustees meetings.
 - Develops and manages effective partnerships through communication and planning efforts with the City of Jeffersontown, Jeffersontown Police Department, other elected officials, other agencies, departments, media, and the public. This includes representing the District at all Jefferson County Fire Chiefs' meeting.
- Be responsible for the proper management and discipline of the members of the District. Oversees the evaluation of all employees' annual job performance evaluations.
- The Chief is also known as the AHJ (Authority Having Jurisdiction) when it comes to building codes and regulations within the District. Having a basic understanding of the building code and the life safety code is needed or should be obtained.
- Perform all other duties or special projects as assigned by the Board of Trustees.

V. Special Position Requirements

- Maintain current ISO rating, remain in compliance with all Kentucky Board of EMS (KBEMS) and Certificate of Need (CON) requirements.
- Strive to maintain and/or obtain new department accreditations, awards, or certifications that enhance service, highlight employees or benefit the citizens of the District.

VI. Pay Range

- \$125,000 – \$135,000

VII. Start Date

- July 1, 2024