



FIRE DEPARTMENT OF BELLEVUE – DAYTON

Chris B. Adkins, Fire Chief

514 Sixth Avenue, Dayton, KY 41074

Phone: 859-261-0083 • Fax: 859-261-2578

Website: www.fdbd.org

Fire Department of Bellevue-Dayton will be accepting applications for the position of Fire Chief. Applications can be picked up in person or found online at www.fdbd.org. The closing date for applications is Thursday, October 31 at 4 P.M. All applications and supporting documentation, which includes a resume, must be submitted in person, in a SEALED ENVELOPE, at 514 Sixth Avenue, Dayton KY.

The salary will be DOQ. Job description and minimum requirements are attached or can be found at www.fdbd.org



Position Description: Fire Chief

Job Title:	FIRE CHIEF
Classification:	Salaried Exempt, uniform position
Reports Directly To:	Fire Board

Job Purpose

The Fire Chief is the Chief Executive Officer of the Fire Department, appointed by and responsible to the Fire Board 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.

Required Knowledge, Skills and Attributes

- Sound judgement, professional conduct, commitment to service and community, and proven leadership skills are the prime factors of this position.
- Exhibits a high respect for human and community diversity.
- Has served in a fire department leadership position at a minimum of two (2) consecutive years as Captain or in a higher position than Captain.
- Has a current Emergency Medical Technician (EMT) or Paramedic license.
- Can demonstrate the ability to perform and lead others calmly and efficiently in crisis situations.
- Has working knowledge of and the ability to maintain accurate records and prepare timely reports required by various city, state and federal organizations and agencies.
- Demonstrates strength, stamina and endurance to perform firefighting and departmental duties.

Essential Duties and Responsibilities

I. ADMINISTRATIVE

- Through the chain of command, the Fire Chief is responsible for the general direction, supervision and evaluation of all paid and reserve personnel, including employee safety, training and job performance.
- Develops and proposes to the Fire Board the department's annual budget and strategic planning.
- Ensures that monthly reports from are completed by staff in a timely manner.
- Prepares and submits monthly Fire Chief Reports for Bellevue and Dayton City Council Meetings. Attends monthly City Council and community meetings.
- Monitors and controls department appropriations and expenditures.

Essential Duties and Responsibilities (Continued)

- Supervises acquisition and disposition of grant expenditures.
- Prepares shift scheduling of all personnel.
- Recommends to the Fire Board all appointments, promotions, demotions, transfers, and terminations of personnel.
- Directly supervises all department personnel, with assistance from subordinate officers.
- Ensures that accurate and complete records of employee benefits and personnel forms are completed and maintained.
- Investigates all disciplinary matters and recommends appropriate disciplinary action to the Fire Board Personnel Committee.
- Recommends and enforces all department policies, procedures, rules, and regulations.
- Periodically evaluates employee job descriptions, standard operating guidelines, and personnel policies and procedures to ensure they are updated to meet the needs and changes within the department.
- Organizes Fire Board meetings and work sessions; prepares and presents reports to the Fire Board on operations and administration of the department; makes recommendations for board policy changes; identifies discrepancies between actual performance and adopted goals and objectives.
- Organizes periodic review meetings with the EMS billing company to ensure ambulance billing collection is meeting the department's budget goals.
- Assesses and responds to citizen complaints in a timely, courteous and effective manner.
- Evaluates the need for and recommends to the Fire Board the purchase of new equipment, apparatus, additional personnel, and emergency supplies when needed.
- Performs additional administrative duties as may be assigned by the Fire Board.

2. EMERGENCY OPERATIONS

- 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.
- Oversees all firefighting operations and fire prevention procedures including, but not limited to, disaster relief and prevention, hazardous materials, flooding and flood damage prevention, safety and risk management.
- Coordinates Mutual Aid Agreements with local Fire Departments.
- Ensures apparatus is always in good working order.
- Maintains and implements city disaster preparation plans.
- Supervises the development and enforcement of regulatory ordinances and codes regarding fire prevention and community safety.
- Provides guidance to department officers in the planning and implementation of operations, programs, training, and personnel management.

Essential Duties and Responsibilities (Continued)

- Takes appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others and equipment. Uses all required safety equipment and procedures.

3. PERIPHERAL DUTIES

- Promotes positive relations with other Fire Departments and associated agencies to ensure appropriate mutual aid responses and goodwill among other departments and the public.
- Attends professional, trade and community meetings, training 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.

Minimum Job Qualifications

- High School Graduate. College Graduate preferred but not required.
- Minimum ten (10) years of firefighting, safety and risk management experience in a professional firefighter position, with at least two (2) years in a Captain or higher command position.
- ICS 100, 200, 700, 800.
- Have a working knowledge of federal, state and local laws and ordinances pertaining to fire and ambulatory services, including fire inspection.
- Have working experience in the use of fire and ambulatory equipment.
- Ability to operate emergency apparatus and equipment, with knowledge of safety policies and regulations, as well as applicable federal, state and local laws.
- Knowledge of fire prevention, suppression and investigation methods, practices and procedures, with the ability to apply such knowledge and proper procedures to specific situations in a clam manner.
- Working knowledge of community geography, including street names and locations, building structures and hospital locations.
- Able to submit to and pass physical, psychological and medical testing, including drug and alcohol testing, as requested.
- Ability to communicate effectively in writing and orally.
- Must possess a valid state driver's license.
- Knowledgeable in the use of computers and department software applications.



EFIRE DEPARTMENT BELLEVUE-DAYTON
 514 Sixth Avenue, Dayton, Kentucky 41074
 Telephone: (859) 261-0083 www.fdbd.org

For Office Use Only:
 Application Received: _____
 Application End Date: _____
 Interview Date: _____

APPLICATION FOR EMPLOYMENT FIRE CHIEF

Fire Department Bellevue-Dayton (FDBD) is an Equal Opportunity Employer. It considers all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE TYPE OR PRINT CLEARLY)

APPLICANT CONTACT INFORMATION

Full Name (Last, First, Middle):			Today's Date:
Street Address:	City	State	Zip Code
Home Telephone:	Cell Phone:	Email Address:	

EMERGENCY CONTACT INFORMATION

Emergency Contact Name:	Relationship:	Cell Phone:
Emergency Contact Name:	Relationship:	Cell Phone:

GENERAL INFORMATION

1. Are you 21 years of age or older?	Yes	No
2. Do you have a valid driver's license?	Yes	No
3. Do you have a high school diploma or GED?	Yes	No
4. Have you ever been convicted of a felony?	Yes	No
5. Do you have previous firefighting experience?	Yes	No
6. Are you currently a certified Kentucky 300 hour Firefighter, or IFSAC I and II?	Yes	No
7. Do you have up-to-date ACLS, PEPP or PALS Certification?	Yes	No
8. Do you have a current Kentucky Paramedic Or EMT Certification?	Yes	No
9. Do you have a CPAT card? If not, are you in the process of obtaining CPAT? ___ Yes ___ No	Yes	No
10. Are you presently employed?	Yes	No

EDUCATIONAL BACKGROUND AND CERTIFICATIONS

Type	School Name, Address, City, State & Zip Code	Course of Study or Skills Acquired	Years or Hours Completed	Type of Diploma, Certification or Degree
HIGH SCHOOL OR GED				
COLLEGE OR UNIVERSITY				
OTHER				
OTHER				

PROFESSIONAL AFFILIATIONS

List professional, trade, business, civic offices, or memberships you currently hold or have held in the past.

MILITARY AND RESERVES SERVICE INFORMATION

Have you ever served in the U.S. Military? Yes _____ No _____ If yes, please fully complete this section.

Branch of Service:	Dates of Active Service:	Discharge Date and Rank:
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Are you presently a member of the National Guard or other reserve military unit? Yes _____ No _____

If yes, what is the Reserve Unit and Location? _____

Please list any relevant skills, awards or achievements received during your Military or Reserves experience.

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EMPLOYMENT HISTORY

<i>PLEASE LIST YOUR MOST RECENT OR CURRENT EMPLOYER FIRST:</i>		<u>Dates Employed</u>	
		Start	End
Employer:			
Street Address:		<u>Hourly Rate of Pay</u>	
City, State and Zip Code:		Beginning	Ending
Job Title:	Supervisor:	May we contact this employer? Please circle: Yes No	
Telephone:	Reason for Leaving:		

		<u>Dates Employed</u>	
		Start	End
Employer:			
Street Address:		<u>Hourly Rate of Pay</u>	
City, State and Zip Code:		Beginning	Ending
Job Title:	Supervisor:	May we contact this employer? Please circle: Yes No	
Telephone:	Reason for Leaving:		

		<u>Dates Employed</u>	
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Employer:			
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City, State and Zip Code:		Beginning	Ending
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Employer:			
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City, State and Zip Code:		Beginning	Ending
Job Title:	Supervisor:	May we contact this employer? Please circle: Yes No	
Telephone:	Reason for Leaving:		

REFERENCES

Please list three references who are NOT past or present employers or relatives.

Full Name:	Telephone:
Address:	City, State, Zip:
How do you know this person?	
Full Name:	Telephone:
Address:	City, State, Zip:
How do you know this person?	
Full Name:	Telephone:
Address:	City, State, Zip:
How do you know this person?	

AFFIRMATION OF TRUTH

I hereby certify the answers given herein are true and complete to the best of my knowledge. I understand that any false or misleading information given by me in this application, during the employment selection process, or discovered after I am hired, will be grounds for cessation of the application process, and be cause for my immediate termination from employment with Fire Department Bellevue-Dayton, and that any unused vacation, sick or other benefits to which I may have been entitled to will no longer be available to me.

I hereby authorize Fire Department Bellevue-Dayton to investigate all the statements contained in this Application for Employment as may be necessary in arriving at an employment decision.

Printed Name of Applicant:	
Signature of Applicant:	Application Date:

DOCUMENTS THAT MUST BE ATTACHED TO YOUR APPLICATION

The following documents **MUST BE ATTACHED** to your application, if applicable:

1. Driver's License
2. High School, GED or College Diploma.
3. KY Firefighter, or IFSAC I and II Certificates.
4. Kentucky Paramedic or EMT Certificate.
5. ACLS, PEPP or PALS Certificate if applicable.
6. Resume'

EMAIL OR DROP OFF APPLICATION WITH ATTACHED DOCUMENTS TO:

Fire Department Bellevue-Dayton
514 Sixth Avenue, Dayton, KY 41074
Telephone: 859-261-0083
No later than 4 PM
October 31, 2024