

CITY OF LUDLOW
Position Description

CLASS TITLE: Fire Chief – Part-Time, Full-Time

FLSA CLASSIFICATION: Exempt

SUPERVISION: The duties of this position are performed under the general supervision of the City Administrative Officer. This position serves at the pleasure of the Mayor.

SUPERVISION EXERCISED: This is a command position with supervision over the entire fire department, including Assistant Chief (if any), Captain (if any), and all other personnel, including but not limited to firefighters, EMTs and firefighters/EMTs.

CHARACTERISTICS OF THE CLASS: This is a highly skilled and responsible work position involving the protection of life and property and the administration, supervision, command and technical oversight of the entire city fire department. An employee in this class is responsible for planning, supervision and coordination of the activities of the fire department. Departmental work involves maintaining order within the department and fire protection, prevention and safety education throughout the community.

ESSENTIAL FUNCTIONS: Ability to oversee the administrative activities of the fire department such as scheduling, budgeting and training. Work during inclement weather and at varied hours of the day. Communicate accurately and efficiently with city employees and elected and non-elected officers, government agencies and the general public regarding emergency response situations and fires. Ability to effectively supervise all departmental employees in the performance of departmental activities and provide adequate training as needed for the entire department. Must have the ability to prepare and implement a departmental budget proposal and the ability to work within the budgetary constraints set forth by the City Council. Must be able to develop, direct, inform and enforce city policies and guidelines for all fire department personnel and maintain and promote harmonious working relationships between career and volunteer workforces within the department.

JOB DUTIES: Develops, directs, informs and enforces city policies and guidelines for all fire department personnel. Must maintain harmonious working relationships between the career and volunteer workforces within the department. Must develop, administer, and effectively manage the operating budget of the department as set forth by the City Council. Must develop, in conjunction with the CAO, a five-year strategic plan, which is updated annually. Prepares the department to meet all training needs. Evaluates and reviews performance of all assigned personnel. Evaluates and reviews performance of the department as a whole. Encourages community involvement in activities not directly related to the department. Prepares and presents a monthly report to the Mayor, Council and CAO, as well as a written annual report including significant activities, outstanding achievements, specific goals or major tasks achieved, and upcoming events and challenges. Maintains authorized staffing levels. Ensures necessary safety guidelines are in place and followed by all personnel. Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements which affect the department and current trends in the field. Maintains positive relationships with elected or

appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the department's activities. Represents the department in a variety of local, county, state and other meetings. Responds to emergencies, as needed, and assumes command, when appropriate, using established incident command procedures. Peripheral duties may include the performance of the duties of command personnel, as needed and serving on, appointing to and participating in various department and city committees.

DESIRABLE TRAINING AND EXPERIENCE: Four (4) year degree from an accredited college or university or the equivalency and supplemented by five (5) years of career firefighting experience in a command position. Preference is for progressive responsibility being exercised in such supervisory role.

KNOWLEDGE, SKILL AND ABILITIES: Ability to establish and maintain effective working relationships with other city employees and officers, government agencies and the general public. Knowledge of the geography of the jurisdiction. Must have the ability to read, write and speak effectively, the English language, including the accurate preparation of reports. Considerable knowledge of basic administrative procedures and how to apply them on a departmental basis. Ability to effectively supervise all departmental employees in the performance of departmental activities. Considerable knowledge of methods of firefighting and fire prevention. Considerable knowledge regarding the use of departmental equipment including vehicle, radio, pager, personal computer, calculator, telephone, tape recorder, fire/EMS equipment and apparatus. Ability to analyze situations and act quickly and efficiently under highly stressful situations. Ability to operate a motor vehicle in an actual emergency situation using all safety equipment, consisting of lights and sirens, and exercising due regard for the safety of all pedestrians and vehicle traffic.

NECESSARY SPECIAL REQUIREMENTS: Must possess a valid Kentucky driver's license. High school diploma or GED equivalent, supplemented by ten (10) years of experience as a firefighter. Command experience is preferred. Kentucky Certification in the following: (1) Career Firefighter; (2) Emergency Medical Technician; and, (3) Certified Level 1 Instructor. Must live within the established boundaries of Kenton County, Kentucky. Must be a citizen of the United States of America. Must be at least twenty-one (21) years of age. Must be able to speak, read and write the English language. Must have the ability to pass a formal process for the selection of qualified officer applicants incorporating defensible minimum employment standards; job related written aptitude tests, oral interview, physical agility or a physical proficiency battery, psychological, polygraph, medical examination and an in-depth background investigation. The City of Ludlow is a Certified Drug Free Workplace requiring the ability of all employees to pass a drug test. Must have an acceptable motor vehicle driving record. Requirement of physical abilities of those in this position may include, but in any event shall not be limited to, the following: sitting, talking, hearing, standing, walking, use of hands and fingers to handle or operate objects, tools or controls and reaching with hands and arms. The ability to climb, balance, stop, step, kneel, crouch, crawl, taste and smell. Lifting of fifty to seventy-five pounds is frequently required (50-75 lbs.) the ability to see up close, at a distance, peripherally and the ability to use depth perception and the ability to focus are necessary.

LEGAL REQUIREMENTS: An individual in this class must meet the requirement of all applicable Kentucky Revised Statutes and local ordinances, with regard to a person in this classification.

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as exhaustive statement of duties, requirements or responsibilities.