



## FIRE DEPARTMENT OF BELLEVUE-DAYTON

### **Position Description: Fire Chief**

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| <b>Job Title:</b>           | <b>FIRE CHIEF</b>                 |
| <b>Classification:</b>      | Salaried Exempt, uniform position |
| <b>Reports Directly To:</b> | 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.
- Is able to 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 in good working order at all times.
- 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.
- Performs additional duties, as needed or assigned by the Fire Board.

### **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, trainings 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.
- Minimum Age: 21 years of age.
- 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.
- Must possess a 400-hour basic Firefighter Training, and have the ability to continue annual trainings as required by the Kentucky State Fire Commission and the Fire Protection Personnel Standards and Education.
- Must currently possess and have the ability to maintain a Kentucky EMT or Paramedic License.
- Must possess and maintain a current ACLS, PEPP or PALS Certification.
- Must be able to provide a CPAT Certificate.
- 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.

## **Physical Requirements**

Due to the nature of firefighting and emergency services work, an employee in this position will be exposed to potential hazards such as extreme heat and smoke, unstable structures, live electrical lines, toxic gases, and bloodborne pathogens. Therefore, the employee is required to use protective clothing and equipment, and must have the ability to pass annual physicals. The physical demands of this job also call for above average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time. Requirements include running, climbing stairs with a heavy load, jumping, twisting, bending, and lifting more than 100 lbs. The pace of the work is set by the emergency situation. During both emergency and non-emergency situations, the employee must be able to conduct coherent voice communication in person as well as via portable radio and telephone.

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