


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES		
	SECTION: Personnel	S.O.P: 101.01
	SUBJECT: Fire Chief	PAGE: 1 of 4
	Approved By:	Effective Date: December 1, 2012

CITY OF SHELBYVILLE
ORDINANCE NO. 2010-09-16(A)

AN ORDINANCE OF THE CITY OF SHELBYVILLE AMENDING THE POSITION DESCRIPTION OF
FIRE CHIEF

Be it ordained by the City of Shelbyville as follows:

The employment position description of Fire Chief is amended as follows:

CITY OF SHELBYVILLE
POSITION DESCRIPTION

Class Title: Fire Chief

Department: Fire

Supervisor: Mayor


Supervises: All Departmental Personnel

Statement of Authority: Authority of this class is delegated through KRS 95 and the Mayor. Appointment to this class is made by the Mayor.

Summary Statement: This class is responsible for fire suppression, inspection and prevention, plus related emergency response. This class is responsible for all functions of management, including suppression, inspection, prevention and public relation activities; personnel, equipment, and mutual aid resources within the jurisdiction of the City. Responsibility also includes all fire and non-fire rescue and/or any other hazard to life and/or property, exclusive of responsibilities of law enforcement personnel. Performs additional work as instructed by their supervisor.

Nature and Scope:

Essential Functions:

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I. Administration: Responsible for planning, organizing, directing,

coordinating and evaluating all activities and programs of the department. Formulates departmental operating policies and procedures, following consultation with higher authority and subordinate officers to provide the highest degree of fire prevention and suppression with the personnel and equipment available. Responds to all calls and assumes control upon arrival. Instructs, disciplines, and evaluates departmental employees. Authorizes work schedules; completes time cards; ensures accurate documentation of hours worked. Ensures that fire prevention maintains top priority; approves training schedule for all employees. Monitors use and maintenance of equipment, tools, supplies, etc. Supervises installation, testing, maintenance and repair of fire equipment and apparatus. Investigates fires to determine cause, including suspected arson. Ensures accurate reports of departmental activities are prepared and maintained. Maintains ongoing public relations and education program for the department.


II. Fire Inspection and Prevention: This class is responsible for Fire Code Enforcement within the city, including inspecting of property within places of assembly and any other property deemed necessary. This position is responsible for review of plans of all developments regarding layout and water resources, hydrant distribution and access to structures within the property complex. The investigation and cause determination Of all fires or incidents are the responsibility of this position as well as the legal condemnation of those properties adjudged to be a fire hazard or structurally unsafe.

III. Public Fire Education: This class is responsible for the fire education of citizens, especially the children, through structured programs whenever possible to enhance public awareness and safety procedures regarding fire or other natural or man-made hazards.

IV. Personnel: (Paid, voluntary) Fire officers and fire fighters. Includes payroll, incentive pay, special pay, records, scheduling, protective clothing and equipment.

V. Training: Provides for training of paid and volunteer fire fighters to meet those standards required by the commonwealth and the department, and participates in training activities.

VI. Apparatus: Provides for repair, maintenance, testing and record keeping.

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- VII. **Equipment:** Provides for the purchase of equipment in compliance with the national fire standards, maintains and keeps records of equipment. Maintains liaison with other fire departments, response groups, state and national organizations to establish resources, mutual assistance, and to keep abreast of the profession.

- VIII. **Physical Facilities:** Provides for the general upkeep and housekeeping of the Fire Department facilities.

Non-Essential Functions: None.

Qualifications: Minimum of Associate Degree in Fire Science, Public Administration, or other closely related field, 400 hour paid firefighter certification, certified Emergency Medical Technician, and three (3) years supervisory experience at the level of career Fire Captain or above. IFSAC (International Fire Service Accreditation Congress) Fire Fighter I & II certified.

Special Knowledge, Skills and Abilities: Extensive knowledge of modern fire fighting principles, methods and techniques. Extensive knowledge of departmental operating procedures. Extensive knowledge of the operation and maintenance of fire vehicles, equipment and related apparatus. Extensive knowledge of the geography of the City, including the location of streets and roads, fire hydrants and the location and interior of major buildings. Extensive knowledge of the principle of hydraulics and their application to the operation of fire apparatus. Ability to analyze emergency situations and adopt quick, efficient and reasonable courses of action with a minimum of hazard to fire personnel and the general public. Ability to direct the actions of subordinates in emergency situations. Ability to supervise departmental personnel, including both full-time and voluntary personnel. Ability to develop and maintain effective working relationships with city officials and employees, other fire department personnel, and the general public.


Additional Requirements:

Special Licensing Requirements: Must possess and maintain valid driver's license issued by the Commonwealth of Kentucky.

Training: Must complete required basic training within required time frame and must complete required annual training.

Certification: Must obtain and maintain instructor certificate from the Fire Commission on Training Certification. Must maintain certification as an Emergency Medical Technician.

Availability: Must be able to respond to calls at all hours.

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Instructions: Very General

Processes: Job requires frequent refinement of existing work methods and development of new techniques, concepts, or programs within established limits or policies.

Review of Work: Work is Spot checked as needed.

Analytical Requirements: Assignments require continual analysis of figures, data, trends, and results of all kinds which directly affect the policy of the city.

Contacts: Frequent public and internal contacts requiring tact and diplomacy.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate to heavy.

Interruptions: Frequent.

Physical Demands: Work involves sitting, standing, stooping, walking; extreme physical demands at scene of emergencies for long periods of time; lifting heavy objects (more than 25 pounds); may be outdoors for long periods of time, regardless of weather conditions; exposed to high places, confined spaces, noise, machinery and its moving/sharp parts, fumes, chemicals and toxic substances. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Overtime Provision: Exempt.