

## ***CITY OF SHIVELY***

### ***FIRE CHIEF JOB DESCRIPTION***

**Job Summary:** Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

**Supervision Exercised:** Directly supervises the officers, firefighters, and EMTs with assistance from subordinate officers.

#### **Essential Duties and Responsibilities:**

- Plan, coordinate, supervise and evaluate Fire and EMS operations.
- Advises on and establishes policies and procedures for Fire and EMS.
- Plans and implements Fire and EMS programs for the City in order to better carry out policies and goals including those set forth in the various City Codes, Ordinances, and the State Fire Code.
- Review departmental performance and effectiveness.
- Review and recommend implementation of new and innovative technology.
- Formulate programs or policies to alleviate deficiencies.
- Supervise and coordinate the preparation, presentation, and spending of an annual budget for the Fire Department.
- Plan and review specifications for new or replacement equipment.
- Respond to alarms, administers initial emergency (care or response and/or service) when necessary and directs activities at the scene of emergencies as required.
- Responsible for tracking vacations, holidays, personal days and sick leave accumulation and usage.
- Responsible for turning in payroll to city treasurer.
- Responsible for the inspection of buildings and other properties for fire hazards and enforces local fire prevention ordinances as well as the State Fire Code.
- Controls the expenditure of departmental appropriations.
- Train personnel in all aspects of the job.
- Maintain departmental discipline and the conduct and general behavior of assigned personnel.
- Prepare and submits monthly reports as required regarding the departments activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans departmental operations with respect to equipment, apparatus, and personnel and further supervises the implementation of such plans in accordance with established policies.
- Assigns personnel and equipment to such duties and uses as the service requires.

- Evaluates the need for and recommends the purchase of new equipment and supplies.
- Meet with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
- Works with the Mayor on projects and developments in the interest of the City of Shively.
- Researches and presents to the Mayor possible grant opportunities as they become available to offset costs to the taxpayer(s) and improve departmental operations.

#### **Peripheral Duties:**

- Attends conferences and meetings to keep abreast of current trends in the field.
- Represents the Shively Fire Department in a variety of local, county, state and other meetings.
- Performs the duties of command personnel as needed and fulfills associated obligations.
- Serves as a member of various employee committees as needed.
- Attends City of Shively Council meetings.

#### **Desired Minimum Qualifications**

#### **Education and Experience:**

- Graduation from a college or university with a Bachelor's Degree in fire science, or a closely related field.
- Ten (10) years of experience in Fire or Emergency Medical Service work and five (5) years in a supervisory capacity.
- EMT-B certified

#### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and equipment.
- Knowledge of emergency medicine techniques and their application as demonstrated through EMT Certification.
- Considerable knowledge of applicable laws, ordinances, standards, and regulations.
- Skill in the operation of fire and EMS tools and equipment.
- Ability to train, supervise and lead subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

- Knowledge of all aspects of emergency management and hazard mitigation methods.  
Ability to meet the following *special requirements*:

***Special Requirements:***

- Must possess the ability to lead and motivate fire employees.
- Must attend departmental meetings and training sessions.
- Ability to work with culturally diverse groups and populations.
- Attend Chief Associations and regional emergency planning meetings.
- Expected to be available and/or reachable twenty-four hours per day, 365 days per year, with the exception of scheduled leaves of absence and/or scheduled vacation time.
- Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- No felony convictions or disqualifying criminal histories.
- Ability to read and write the English language, proficiently.
- Must have computer skills.
- An ability to meet department physical demands.
- It is preferred that the selected candidate be available for full time duty within thirty (30) days of notification of hire.

**Tools and Equipment Used:**

- Emergency medical equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager and computer.

**Physical Demands:**

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 function.

- While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms.
- The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.
- The employee must frequently lift and or move up to 20 pounds and occasionally lift and or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:**

- Work is performed primarily in office, vehicles and outdoor settings in all weather conditions, including extreme temperatures during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- The noise level in the work environment is usually quiet in office settings and loud in emergency situations.

**Selection Guidelines**

Letter of interest, resume, minimum of three references, review of education and experience, appropriate testing and interviews, oral interviews, background check, physical ability, drug screening, final selection and pre-employment medical examination and consideration of proximity to the Fire Station, response time or residency are all required integral parts of the selection process. Please be aware that appointees will be subject to a twelve-month probationary period.

**Salary:** *Commensurate with experience.*

**Submit applications to:**  
**City of Shively**  
**Attn: Mitzi Kasitz, City Clerk**  
**3920 Dixie Highway**  
**Shively, Kentucky 40216**  
**Email: [mitzi.kasitz@shivelyky.gov](mailto:mitzi.kasitz@shivelyky.gov)**  
**Phone: 502-449-5000**

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*The City of Shively is an Equal Opportunity Employer.*

