

Scott County Government

Position: Job Title: Fire Chief
Department Name: Scott County Fire Department
Supervisor Title: Judge Executive

Position Summary

The Fire Chief will administer, plan, direct, and control all aspects of the fire department including administration, fire prevention, fire suppression, rescue, and hazardous material activities. Under the general direction of the Scott County Judge Executive, the Fire Chief must exercise considerable judgement and discretion in meeting departmental objectives.

Duties and Responsibilities

- Plans, organizes, and directs the programs, services, and operations of the fire department both directly and through subordinate supervisors.
- Advises on and provides for the effective development and administration of departmental policies, procedures, and standards.
- Ensure that all local government policies and processes are adhered to.
- Prepares and administers departmental financial plans and resources (including capital and operating budgets).
- Prepare and submit an annual budget and long-range plan and make expenditures within approved limits.
- Develop and revise a long-range capital plan to keep pace with development.
- Plan and review specifications for new or replacement equipment.
- Develops and manages effective partnerships through communication and planning efforts with elected officials, other county departments, media, and public.
- Develops, organizes, and implements responsive management strategies. with a working knowledge of the Incident Command System (ICS).
- Have training programs developed and implemented in accordance with accepted standards to improve the understanding and skill of all staff in fire prevention, fire suppression, rescue, emergency medical service, and hazardous material.
- Ensure adequate records are kept of all required maintenance and training.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
- Communicate with representatives of neighboring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents.
- Participate in the local and regional emergency planning process.
- Review and recommend implementation of new and innovative technology.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Respond to all major alarms (may assume control of the scene upon arrival)
- Enforce burn ordinances and codes
- Assists in recruitment, selection, and promotion of all departmental personnel
- Ensure investigation of all fires to determine cause, including suspected arson

Position Dimensions

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 the fire service and five (5) years in an administrative or supervisory capacity
- Must obtain requirements for Emergency Medical Technician (EMT) designation within one year of employment of this position; must maintain EMT certification throughout employment with the department
- Additional college level coursework in a closely related field of study or specialized training (skill/trade) from an accredited educational institution may be substituted for required work experience
- Additional closely related work experience (including administrative/supervisory) may be substituted for educational training on a year-per-year basis
- Valid Kentucky driver's license

Special Knowledge, Skills, and Abilities:

- Extensive knowledge of modern fire suppression, prevention, and emergency medical services.
- Extensive knowledge of departmental operating procedures, ordinances, and applicable laws.
- Extensive knowledge of the operation and minor maintenance of fire apparatus, equipment, and related apparatus.
- Extensive knowledge of the geography of the County, including the location of streets and roads, fire hydrants and the location and interior plans of major buildings.
- Ability to analyze emergency situations and adopt quick, efficient, and reasonable courses of action with a minimum of hazard to fire personnel and the public.
- Ability to direct the actions of subordinates in emergency situations.
- Ability to supervise and lead fire department personnel.
- 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.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.