



<h2>Fire Chief</h2>
Reports To: Board of Trustees
Classification: Exempt
CERS Status: Hazardous

I. Position purpose

- A. This position is responsible for the day-to-day administration and operations of the Anchorage Middletown Fire and EMS Department (AMFEMS).
- B. This position requires the employee to perform firefighting duties, perform Basic or Advanced Life Support emergency medical procedures.
- C. The Fire Chief, at his/her discretion, will act as the Incident Commander at any call for service. Assigns career and volunteer members to perform the tasks required to accomplish these duties and responsibilities in the most efficient manner.

II. Minimum Qualifications

- A. Bachelor's degree in Fire Science, Public Administration, or related field OR A combination of work experience and an Associate's Degree comparable to a Bachelor's degree in Fire Science, Public Administration, or a related field.
- B. Fifteen (15) years fire service experience with a department of comparable size and complexity to Anchorage Middletown Fire & EMS.
- C. Four (4) years' experience as a Chief Officer (Major, Lt. Colonel or Colonel) or equivalent.
- D. Hazardous Materials Operations Level.
- E. Meets the minimum training requirements of the National Incident Management System for Chief Officer, Staff Officer, and/or Senior Management positions.
- F. Experience at the executive level in developing and administering budgets more than \$10 million
- G. Experience in developing facility and equipment specifications, department policy, master planning and related areas of responsibility.
- H. Effective written and oral communication skills.
- I. Knowledge of the legislative process at the local and state level.
- J. Computer experience with word processor, spreadsheet, accounting and data base programs.
- K. Kentucky Certified Fire Service Instructor, IFSAC Instructor certification or equivalent.
- L. Eight years supervisory experience, and can work effectively with subordinates.
- M. Must be willing to work evenings and weekends as required.
- N. Must meet insurability requirements of the Department's insurance carriers.
- O. Must meet Department's minimum physical agility and health requirements.
- P. Maintain or obtain a valid Kentucky Driver's License.

Note: Nothing in this job description restricts managements right to assign or reassign duties and responsibilities to this job at any time.

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Q. Working knowledge of Emergency Medical Service delivery.

III. Desirable Qualifications

- A. Live within the 1st due response area of any Department station.
- B. Master's degree in Public Administration or related field.
- C. Experience at the rank of Fire Chief or Administrator of a fire department.
- D. Executive Fire Officer certification from the National Fire Academy or Chief Fire Officer Designation from the Center for Public Safety Excellence.
- E. Hazardous Materials Incident Command Level training.
- F. Awareness Level training in technical/specialized rescue techniques. (Water, Rope, Confined Space, Trench, Structural Collapse, etc.)
- G. Kentucky Emergency Medical Technician certification or equivalent or certification as a Nationally Registered Emergency Medical Technician.
- H. Willing to live within a reasonable response time to Anchorage Middletown Fire & EMS.

IV. Fire Chief Emergency Response Duties/Functions/Tasks/Responsibilities

- A. Respond to incidents; deploy fire apparatus and Department personnel in the most advantageous manner for the control and extinguishment of fire, and the preservation of life and property.
- B. Conduct fire suppression and rescue operations with primary regard for life and property.
- C. Take precautionary measures that the premises on which fires occur are left in such condition that they will not rekindle and further endanger life or property.
- D. Establish suitable Standard Operating Procedures necessary for the efficient operation of the Department.
- E. Maintain a balance of personnel by appropriate assignments to stations to provide sufficient personnel available at all times.
- F. In conjunction with the Chief Officers, be responsible for developing and maintaining appropriate response plans for the Department.

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V. Fire Chief Administrative Duties/Functions/Tasks/Responsibilities

- A. Abide by the requirements as outlined in the Administrative Policies and Standard Operating Procedures of Anchorage Middletown Fire & EMS and Supervise the planning, research, development, and updating of the same.
- B. Be responsible for the administration of the day-to-day operation of the Department and implementation of policy as directed by the Board of Trustees.
- C. Be responsible for the proper management and discipline of the members of the Department.
- D. Strive to achieve or maintain appropriate accreditation for the Department through agencies including the Center for Public Safety Excellence (CPSE) and the Commission on Ambulance Agency Accreditation (CAAS).
- E. Develop a comprehensive, five-year strategic plan for approval by the Board of Trustees.
 - 1. Annually submit a year-end report to the Board of Trustees along with an updated five-year strategic plan.
 - 2. Communicate relevant portions of the strategic plan to members of the Department to promote unity of effort in achieving stated goals.
- F. Cause to be maintained a complete record of fire apparatus, fire equipment, facilities, fire inspection reports, pre-fire plans, training reports, fire run reports, personnel and financial reports.
- G. Hold meetings with his/her subordinate Officers for receiving reports on training practices, policy matters, working conditions, and other related subjects that may affect the efficiency of Department operations.
- H. Supervise the operation of the business office, paying of bills, collection of taxes, preparation of financial reports, maintenance of Department correspondence, administration of payroll and benefits for members of the Department.
- I. Maintain financial records in accordance with generally accepted accounting principles consistently applied.
- J. Ensure the Department maintains compliance with applicable local, state, and federal laws.
- K. Strive to maintain reasonable compliance with applicable national practices.

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- L. Maintain the Department’s readiness to respond to natural disasters and large-scale incidents within the guidelines of local, state, and federal emergency response plans.
- M. Ensure the Department’s compliance with training and procedural requirements of the National Incident Management System.
- N. Supervise all operations and administration of the Department to maintain no less than an Insurance Services Office Class 3 rating for those areas of the Department with sufficient public water supply.
- O. Ensures the Department’s active participation in local, regional, and state fire service associations.
- P. Maintains communication with local and state elected officials and other government leaders as an advocate for the Department and the Fire Service.
- Q. Maintain relationships with other Emergency Service officials, community and business representatives, and the public on all aspects of the Department’s activities.
- R. Supervise the Department’s volunteer recruitment and membership programs. Provide periodic reviews of volunteer programs to promote an equitable relationship for both the Department and the volunteer members.
- S. Maintain a positive working relationship between the volunteer and career members of the Department.
- T. Completes ongoing professional education and attends conferences and meetings to keep abreast of changes in the fire service that could affect the operation or administration of the Department.
- U. Supervise the proper care and maintenance of the Department apparatus, equipment and facilities.
- V. Supervise the following programs:
 - 1. Public education and fire prevention program.
 - 2. Training program.
 - 3. Health, wellness, and safety program.
- W. Cause to be conducted the performance evaluations of personnel as per the Administrative Policy manual and make a report to the Board of Trustees as requested.
- X. Make recommendations for salary adjustments, promotions, and benefit requests for career personnel to the Board of Trustees.

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- Y. Attend all meetings of the Board of Trustees and assist them in meeting their obligations as Trustees of Anchorage Middletown Fire & EMS.
- Z. Perform all other duties or special projects assigned by the Board of Trustees.

VI. Special Position Requirements

The employee may be required to perform certain core job functions under hazardous and/or austere conditions; while being exposed to all weather types and/or under extreme stress.

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