

**POSITION DESCRIPTION – CHIEF – CAREER**

**General Purpose:**

Serves at the pleasure of the Board of Trustees as the chief operating officer of the district, a dynamic, combination department located in a rapidly growing, moderate community.

**Supervision Received:**

Works under the general guidance and direction of the Board of Trustees.

**Supervision Exercised:**

Assistant Chief, Captain, and other personnel, as needed.

**Essential Duties and Responsibilities:**

- A. Develops, directs, informs, and enforces district policies and guidelines for all personnel.
- B. Maintains harmonious working relationships between the volunteer and career workforces within the district.
- C. Develops, administers, and effectively manages the operating and capital budgets of the district as defined by KRS and set forth by the Board of Trustees.
- D. Ensures sufficient materials, information, and staff are available for budget presentations.
- E. Provides accurate and timely accounting of district finances to the Board of Trustees.
- F. Develops, in conjunction with the Board of Trustees, a five-year strategic plan, which is updated annually.
- G. Develops, in conjunction with the Executive Staff, the appropriate tactics to achieve the goals and objectives of the district's five-year strategic plan.
- H. Procures, maintains, and manages all district assets.
- I. Prepares the district to meet all training needs.
- J. Evaluates and reviews performance of assigned personnel.
- K. Evaluates and reviews the performance of the organization.
- L. Maintains a personal and district community involvement, as well as encourages individual members to actively participate in community activities not directly related to the district.
- M. Supports, coordinates, and interfaces with other senior officers.
- N. Prepares and presents a verbal monthly report to the Board of Trustees, as well as a written annual report including significant activities, outstanding

- achievements, specific goals or major tasks achieved, and upcoming events and challenges.
- O. Conducts, attends, and interacts in meetings with district personnel, other agencies, and the public.
  - P. Manages outside consultants.
  - Q. Oversees major projects on behalf of the Board of Trustees.
  - R. Reviews various materials for compliance with district policies, state and federal laws and regulations.
  - S. Maintains authorized staffing levels.
  - T. Ensures necessary safety guidelines are in place and followed by all personnel.
  - U. Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements which affect the district and current trends in the field.
  - V. Maintains positive relationships with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the district activities.
  - W. Represents the district in a variety of local, county, state, and other meetings.
  - X. Maintains positive working relationships with district personnel.
  - Y. Responds to emergencies, as needed, and assumes command, when appropriate, using established incident command procedures.

**Peripheral Duties:**

- A. Performs the duties of command personnel, as needed.
- B. Serves, appoints, and participates on various district committees.

**Minimum Qualifications:**

- A. High school graduate or GED equivalent.
- B. Possess a valid driver's license.
- C. Kentucky Certified Career Firefighter.
- D. Kentucky Certified Emergency Medical Technician.
- E. Associates Degree in Business Administration, Public Administration, Fire Science, or related field; and a minimum of ten years in Fire/EMS service with at least five years of experience in operational management.
- F. Boone County SAED Certified.
- G. Kentucky Certified Fire Prevention Inspector.
- H. Kentucky Certified Level I Fire Instructor.
- I. Five years experience in preparing and managing budgets in excess of one million dollars for a department with 1,500 calls a year, or more.

**Minimum Requirements:**

- A. Must live within the established boundaries of Boone County, Kentucky.

- B. Must be a citizen of the United States of America.
- C. Minimum age requirement is 18 years of age.
- D. Must be able to speak, read, and write the English language.

**Training/Incident Response Requirements:**

- A. Must maintain the State requirement of 100 hours per year for Career Firefighter Certification and State Incentive Pay.
- B. Must maintain Kentucky State EMT-B Certification, in accordance with Kentucky State EMS Regulations.
- C. Must maintain Boone County SAED certification as required by the district.

**Selection Guidelines:**

Must currently serve with the district at a rank of Captain or higher to be eligible. Review of education and experience; background/driver's license verification and check. The Board of Trustees may, at its discretion, choose to add or waive steps in the selection process, including but not limited to, assessment center, oral board, and/or offer of employment.

**Tools and Equipment Used:**

Vehicle, radio, pager, personal computer, calculator, telephone, tape recorder, typewriter, fire/EMS equipment and apparatus.

**Physical Demands:**

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member 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 member is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. The individual is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance. The member 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, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.