

CITY OF PARIS
POSITION DESCRIPTION

Position: Fire Chief
Department: 123 / 125
Reports to: City Manager

Purpose:

Under general direction of the City Manager, plans, organizes, directs, and coordinates and evaluates the firefighting, emergency medical services, prevention, and fire service activities of the Fire Department; budget preparation and does related work as required.

Key Accountabilities:

Plans operations. Assists in interviewing and selecting Fire and EMS Department personnel. Assigns personnel and equipment. Evaluates needs and makes recommendations for the purchase of apparatus and equipment. Submits information and requirements of the Fire and EMS Department for the preparation of the annual budget. Maintains necessary departmental records. Directs departmental training programs. Initiates disciplinary charges. Directs the physical maintenance of the building, grounds and equipment. Supervises the periodic testing and flushing of fire hydrants. Assumes responsibility for the maintenance of the clear, concise permanent records of fire class and fires. Responds to major alarms and personally directs firefighting operations. Works with federal and state officials, and the City Engineer/Building Inspector on fire related matters.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from an accredited high school or its equivalent (GED) supplemented by ten years of progressively responsible experience in firefighting and fire prevention work, including three years supervisory experience. Additional education in firefighting and prevention (fire science) may be substituted for the experience on a year-by-year basis.

Special Necessary Requirement: Possession of a valid driver's license issued by the Commonwealth of Kentucky.

Special Knowledge, Skills and Abilities: Extensive knowledge of the principles, practices, methods, and equipment employed in modern firefighting. Extensive knowledge of fire hazards and fire prevention techniques. Ability to plan, assign, and coordinate the activities performed by the employees in varied firefighting activities. Ability to maintain discipline and respect of subordinates and command personnel effectively. Ability to initiate, plan, and carry out programs in Fire Department administration, in-service training, and fire prevention. Ability to communicate effectively. Ability to establish and maintain effective working relationships with employees and the general public. Fitness Initiative. Alertness. Resourcefulness. Sound Judgment. Integrity.