

**MUNICIPAL ORDER NO. \_\_\_\_:2020**

**WHEREAS**, it is proposed that the job descriptions for the Fire Department for the Chief and Assistant Chief be revised to provide that the Chief and Assistant Chief are not required to respond to ALL fires and to correct a typographical error in the Chief's description;

**WHEREAS**, it is proposed that the position of Major be revised to provide that said position if a part-time position; and

**WHEREAS**, the City desires to have firefighters that are considered part-time employees, not simply volunteers;

**NOW THEREFORE BE IT ORDERED** by the City of Morehead, Board of City Council that the revised class specifications for Fire Chief, Assistant Fire Chief and Major and the new class specification Part-Time Fire Fighters, copies which are attached hereto are approved. A complete copy of said class specifications shall be added to the Class Specifications book retained by the City Clerk.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2020.

CITY OF MOREHEAD

\_\_\_\_\_  
Laura White-Brown, Mayor

ATTESTED: \_\_\_\_\_  
Crissy Cunningham, City Clerk

CITY OF MOREHEAD  
CLASS SPECIFICATION

Class Title: Fire/Rescue Chief  
Rank: Colonel

Department: Fire/Rescue

Supervisor: Mayor

Supervises: All Departmental Personnel

Class Characteristics: Under general executive direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the department to provide continuous fire safety (including suppression, inspection and prevention) for the City; serves as Fire Inspector for the city; performs related duties as required.

General Duties and Responsibilities:

Essential: Plans, organizes, directs, coordinates and evaluates the activities and programs of the fire department. Formulates departmental operating policies and procedures, following consultation with higher authority and subordinate officers to provide the highest degree of fire control and prevention with the personnel and equipment available. Makes periodic inspections to assure adherence to departmental policy regarding fire fighting readiness. Responds to [all] calls; assumes control of fire suppression upon arrival. Performs fire inspections and/or supervises inspections by subordinate personnel. Performs fire prevention activities; speaks at public functions, schools, etc., regarding fire prevention. Instructs, disciplines, and evaluates departmental personnel. Assists in recruitment, selection, promotion and training of all personnel in department. [Insures] Ensures that fire prevention maintains highest priority; approves training schedule for all personnel. Monitors the use and preventive maintenance of departmental equipment. Supervises the installation, testing, maintenance and repair of fire equipment and apparatus. Investigates fires to determine cause, including suspected arson. Prepares memoranda and reports on activities of the department; supervises others in report preparation. Maintains accurate records of departmental activities. Reports to executive and legislative branches as requested. Represents the department as needed. Performs public relations activities. Participates in training activities; may serve as training instructor.

Non-essential: None.

**DESIRABLE QUALIFICATIONS**

Training and Experience: Graduation from high school or equivalent supplemented by five years' experience as fire fighter, including two years' experience in a supervisory capacity. (See KRS Chapter 95 for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge: Extensive knowledge of modern fire fighting principles, methods and

techniques. Extensive knowledge of federal, state and local laws and ordinances, including National Fire Protection Association codes and standards, pertaining to fire prevention, inspection and suppression. Extensive knowledge of fire fighting, rescue, hazardous materials, and confined space legislation. Extensive knowledge of departmental operating procedures. Extensive knowledge of the operation and maintenance of fire vehicles, equipment and related apparatus. Extensive knowledge of the geography of the city, including the location of streets and roads, fire hydrants, and the location and interior plans of major buildings. Extensive knowledge of the principles of hydraulics and their application to the operation of fire apparatus.

Abilities: Ability to analyze emergency situations and adopt quick, efficient and reasonable courses of action with a minimum of hazard to fire personnel and the general public. Ability to direct the actions of subordinates in emergency and non-emergency situations. Ability to prepare and maintain accurate records. Ability to deal courteously with the public. Ability to establish and maintain effective working relationship with other emergency service organizations, City officers and employees, and the general public.

#### ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: General briefings may occasionally be requested; attends and participates in Council meetings.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Tools, Equipment and Vehicles Used: All types of fire and rescue apparatus; normal office equipment.

Physical Requirements of the Job: Work involves sitting, standing, stooping, walking; extreme physical demands at scene of emergencies for long periods of time; lifting heavy objects (more than 25 pounds); exposed to extreme weather conditions for extended periods of time; exposed to high places, confined spaces, noise, machinery and its moving parts, fumes, chemicals and toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Training Requirements: Must have completed required basic training, or must complete required basic training within one year following appointment to the position; must complete required annual training.

Certification Requirements: Must possess certification as fire fighter by Commonwealth of Kentucky, or must obtain and maintain certification during first year after appointment to the position.

Availability: Must be able to respond to calls at all hours. Must be able to attend evening meetings. [Persons in this class have take-home vehicle privileges.]

Drug and Alcohol Testing Requirement: Must participate in drug and alcohol testing, including random testing, as a condition of continued employment.

Overtime Provision: Exempt.

CITY OF MOREHEAD  
CLASS SPECIFICATION

Class Title: Assistant Fire/Rescue Chief (Part-Time)  
Rank: Lieutenant Colonel

Department: Fire/Rescue

Supervisor: Chief

Supervises: All Departmental Personnel in Absence of Fire Chief

Class Characteristics: Under general direction, assists the Fire Chief in planning, organizing, directing, coordinating and evaluating all activities and programs of the department to provide continuous fire safety (including suppression, inspection and prevention) for the City; serves as Commanding Officer in the absence of the Fire Chief; performs related duties as required.

General Duties and Responsibilities:

Essential: Assists the Fire Chief in planning, organizing, directing, coordinating and evaluating the activities and programs of the volunteer fire department. Serves as Commanding Officer in the absence of the Fire Chief. Assists in formulating departmental operating policies and procedures. Responds to [all] fires; assumes control of fire suppression upon arrival in the absence of a higher authority. Assists in instructing, disciplining, and evaluating departmental personnel. Assists in recruitment, selection, promotion and training of departmental personnel. Monitors use of departmental equipment; insures preventive maintenance on departmental vehicles and equipment. Assists in and/or supervises installation, testing, maintenance and repair of departmental equipment and apparatus. Investigates fires to determine cause, including suspected arson. Assists with fire prevention and inspection duties as requested. Assists in preparing and maintaining departmental records and reports; may supervise others in record/report preparation and maintenance. Represents the department as requested. Performs public relations activities. Participates in training activities; may serve as training instructor.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by four years' experience as fire fighter; one-year supervisory experience in fire fighting is preferred, but not required. (See KRS Chapter 95 for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge: Thorough knowledge of modern fire fighting principles, methods and techniques. Thorough knowledge of federal, state and local laws and ordinances, including National Fire Protection Association codes and standards, pertaining to fire prevention, inspection and suppression. Thorough knowledge of departmental operating procedures. Thorough knowledge of the operation and maintenance of fire vehicles, equipment and related apparatus. Thorough knowledge of the geography of the City, including the location of streets and roads, fire hydrants, and the location and interior plans of major

buildings. Thorough knowledge of the principles of hydraulics and their application to the operation of fire apparatus.

Abilities: Ability to analyze emergency situations and adopt quick, efficient and reasonable courses of action with a minimum of hazard to fire personnel and the general public. Ability to direct the actions of subordinates in emergency situations. Ability to prepare and/or check the accuracy of reports and records. Ability to establish and maintain effective working relationship with other emergency service organizations, City officers and employees, and the general public.

#### ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of work are covered specifically but must also use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed through written and oral reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Tools, Equipment and Vehicles Used: All types of fire and rescue apparatus; normal office equipment.

Physical Requirements of the Job: Work involves sitting, standing, stooping, walking; extreme physical demands at scene of emergencies for long periods of time; lifting heavy objects (more than 25 pounds); exposed to extreme weather conditions for extended periods of time; exposed to high places, confined spaces, noise, machinery and its moving parts, fumes, chemicals and toxic substances.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky.

Training Requirements: Must have completed required basic training, or must

complete required basic training within one year following appointment to the position; must complete required annual training.

Certification Requirements: Must possess certification as fire fighter by Commonwealth of Kentucky, or must obtain and maintain certification during first year after appointment to the position.

Availability: Must be able to respond to calls at all hours. Must be able to attend evening meetings.

Drug and Alcohol Testing Requirement: Must participate in drug and alcohol testing, including random testing, as a condition of continued employment.

Overtime Provision: N/A

**CITY OF MOREHEAD  
CLASS SPECIFICATION**

**Class Title:** MAJOR (part-time)

**Department:** Fire

**Supervisor:** Fire Chief or Assistant Fire Chief

**Supervises:** Volunteer Fire Captains. All Department Personnel in Absence of the Fire Chief and Assistant Fire Chief.

**CLASS CHARACTERISTICS:** Under general direction, assists the Fire Chief in Inspections, Pre-Planning, Fire Prevention and Fire Suppression. Assumes command during the absence of a superior officer.

**GENERAL DUTIES AND RESPONSIBILITIES:**

**Essential:**

- Assist the Fire Chief with fire prevention and inspection duties as requested.
- Assist in preparing and maintaining departmental records and reports.
- May supervise others in record and report preparation and maintenance.
- Participates in training activities; may supervise and help coordinate training activities.
- Assist in and/or supervises installation, testing maintenance and repair of departmental equipment and apparatus.
- May serve as Commanding Officer in the absence of higher authority.
- Responds to fire, accidents, rescues, and natural disaster calls to prevent or extinguish fires; assesses the situation, determines needed response, directs and instructs departmental personnel activities until relieved by a superior officer.
- Performs regular firefighting duties as needed; responds to calls during shift as needed.
- Performs other duties as assigned.

**Non-essential:** None

**EDUCATION AND EXPERIENCE:**

- Graduation from high school or equivalent
- 4 years of leadership experience
- Strong computer skills with word, power point, and data entry
- Member of the Morehead Fire Department

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge:**

- Experience in building pre-plan and construction
- Thorough knowledge of modern firefighting principles, methods and techniques.
- Thorough knowledge of federal, state, and local laws and ordinances including National Fire Protection Association codes and standards, pertaining to fire prevention, inspection and suppression.
- Knowledge of the operation and testing of fire apparatus and equipment.
- Knowledge of the geography of the City, including streets and roads, fire hydrants, and the location and interior plans of major buildings.

**Skills:** Experienced apparatus driver and operator.

**Abilities:**

- Ability to complete required forms and maintain records.
- Ability to respond and act quickly, efficiently and calmly in emergency and hazardous situations.



- Ability to accept lines of authority, and to respond to orders without question in emergency situations.
- Ability to direct the actions of subordinates in emergency and non-emergency situations.
- Ability to deal courteously and tactfully with the public.
- Ability to establish and maintain effective working relationship with other emergency service organizations, city officers and employees, and the general public.
- Physical strength and agility to perform firefighting duties for extended periods of time, often under adverse weather conditions.
- Ability to perform minor mechanical work, test and operate and maintain fire vehicles and equipment.

#### **ADDITIONAL INFORMATION:**

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

#### Certification Requirements:

- Must possess certification as a fire fighter by Commonwealth of Kentucky
- IFSAC Firefighter 1 & 2.
- State Fire Commission Fire Rescue Instructor 1
- EMT-FR, Basic, or Medic

Availability: Must be able to respond to calls at all hours. Must be able to attend evening meetings.

Drug and Alcohol Testing Requirement: Must participate in drug and alcohol testing, including random and pre-employment testing, as a condition of continued employment.

Instructions: Somewhat general; many aspects of work are covered specifically but must also use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get the job done.

Review of Work: Work is reviewed through written and oral reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Physical Requirements of the Job: Work involves sitting, standing, stooping, walking; extreme physical demands at scene of emergencies for long periods of time; lifting heavy objects (more than 25 pounds); exposure to extreme weather conditions for extended periods of time; exposure to high places, confined spaces, noise, machinery and its moving parts, fumes, chemical and toxic substances.

Tools, Equipment and Vehicles Used: All types of fire and rescue apparatus.

Contacts: Frequent public and internal contacts requiring tact and diplomacy

Confidential Information: Limited use of confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Overtime Provision: Exempt.

CITY OF MOREHEAD  
CLASS SPECIFICATION

Class Title: Fire Fighter (Part-Time)

Department: Fire/Rescue

Supervisor: Fire Chief, Asst. Chief or Major.

Supervises: None

Class Characteristics: Under the direction of a superior officer, performs fire prevention, inspection and suppression activities; performs routine fire station and equipment maintenance duties; performs related duties as required.

General Duties and Responsibilities:

Essential: Responds to fire, accident, rescue, civil defense and natural disaster calls to prevent or extinguish fires. Rescues victims in life threatening situations; climbs ladders, ropes, stairs, hills, etc., using various equipment to gain access to and rescue victims; administers first-aid when necessary. May drive vehicle to scene; may operate equipment; lays and connects hoses; directs water stream to control or extinguish fires; protects property from water and soil damage; ensures fire suppression; removes excess solid and liquid debris from structures and grounds. Assists in the maintenance of vehicles and equipment; cleans hoses, tools and other equipment. Performs general station and other equipment maintenance; hangs and dry's hoses; makes minor equipment repairs, sweeps and mops floors, washes windows, cleans furniture and facilities, paints buildings, etc. Prepares and maintains accurate records. Attends training classes. May perform fire inspection duties. Performs public services.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; Kentucky Fire Commission 150-hour Certification.

Special Knowledge, Skills and Abilities:

Knowledge: Knowledge of modern firefighting methods and techniques. Knowledge of the operation and maintenance of fire vehicles, firefighting and rescue equipment, and related apparatus. Knowledge of the geography of the City, including the location of streets and roads, fire hydrants, and the location and interior plans of major buildings.

Skills: Skill in the operation and maintenance of firefighting equipment and tools.

Abilities: Ability to complete required forms and maintain records. Ability to respond and act quickly, efficiently and calmly in emergency and hazardous situations. Ability to accept lines of authority, and to respond to orders without question in emergency situations. Ability to perform minor mechanical work, operate and maintain fire vehicles and equipment. Ability to deal courteously and tactfully with the public. Ability to establish and maintain effective working relationship with other emergency service organizations, City officers and employees, and the general public. Physical strength and agility to perform firefighting duties for extended periods of time, often under adverse weather conditions.

## ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of work are covered specifically but must also use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is monitored in progress, and certain fires and other operations are reviewed immediately following suppression or completion.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

Tools, Equipment and Vehicles Used: All types of fire and rescue apparatus.

Physical Requirements of the Job: Work involves sitting, standing, stooping, walking; extreme physical demands at scene of emergencies for long periods of time; lifting heavy objects (more than 25 pounds); exposed to extreme weather conditions for extended periods of time; exposed to high places, confined spaces, noise, machinery and its moving parts, fumes, chemicals and toxic substances.

Contacts: Public and internal contacts are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Training Requirements: Must have completed required basic training; must complete required annual training.

Certification Requirements: Must possess certification as fire fighter by Commonwealth of Kentucky. 150 – Hour Certification

Availability: Part time Firefighters will work primarily 8 to 10-hour shifts, and no more than 99 hours per month.

Drug and Alcohol Testing Requirement: Must participate in drug and alcohol testing, including random testing.

Overtime Provision: Not applicable.