

ORDINANCE NO. 659-2004

ORDINANCE UPDATING POLICIES AND PROCEDURES, CLASSIFICATION PLAN
AND COMPENSATION PLAN

WHEREAS, the City Council of the City of Dry Ridge recognize that the city's policies and procedures, classification plan and compensation plan must be updated from time to time in order to remain current and to maintain an effective and efficient work force;

NOW THEREFORE BE IT ORDAINED by the City Council, City of Dry Ridge, Commonwealth of Kentucky:

(1) That Part VI.C. (Personal Leave) of the city's policies and procedures be revised as follows (information added is identified with an underline and information deleted is identified with a strike-through):

C. Personal Leave:

1. All employees occupying full-time established positions shall accrue personal leave at the rate of eight hours for each completed month of service, except that sixteen (16) hours shall be accrued at the end of November and zero (0) hours shall be accrued at the end of December. ~~[Fire Department personnel assigned to 24-hour shifts shall accrue twelve (12) hours for each completed month of service, except that twenty-four (24) hours shall be accrued at the end of November and zero (0) hours shall be accrued at the end of December.]~~

2. Personal leave is to be used at the discretion of the employee, subject to approval of the Personnel Officer. Fire Department personnel assigned to 24-hour shifts shall use personal leave in increments of twelve (12) hours or twenty-four (24) hours only.

~~3. Personal leave shall not be carried forward into the next calendar year.~~

3. Employees may carry no more than eight (8) hours into the next calendar year (except that Fire Department personnel assigned to 24-hour shifts may carry twelve (12) hours into the next calendar year.

(2) That the class specification for Fire Chief be revised as follows (information added is identified with an underline and information deleted is identified with a strike-through):

CITY OF DRY RIDGE
CLASS SPECIFICATION

Class Title: Fire Chief (Volunteer)

Department: Fire

Supervisor: Mayor

Supervises: All Departmental Personnel (Including Full Time and Volunteer Personnel)

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the department to provide continuous fire safety (including suppression, inspection and prevention) and emergency medical services (including paramedic services) for the city; performs related duties as required.

Distinguishing Features of the Class: Under the current ordinance, the Position Description for Paramedic Lieutenant Supervisor shall apply to this class and the employee in this class shall be responsible for all duties and responsibilities listed in the position description.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates the activities and programs of the department.
2. Formulates departmental operating policies and procedures, following consultation with higher authority and subordinate personnel to provide the highest degree of fire suppression, inspection and prevention activities, and emergency medical services, with the personnel and equipment available.
3. Makes periodic inspections to assure adherence to departmental policy regarding fire fighting readiness.
4. Responds to fire calls; may assume control of fire suppression upon arrival.
5. Insures that fire prevention and fire inspection activities are performed.
6. Instructs, disciplines, and evaluates departmental personnel.
7. Assists in recruitment, selection, promotion and training of all personnel in department.
8. Approves training schedule for all personnel.
9. Insures maintenance and cleanliness of fire stations.
10. Establishes preventive maintenance program; insures compliance with preventive maintenance program.
11. Assists with preparing annual budget for fire department.
12. Supervises the purchasing, installation, testing, maintenance and/or repair of fire equipment and apparatus.
13. Investigates, or insures the investigation of, fires to determine cause, including suspected arson.
14. Prepares memoranda and/or supervise others in the preparation and maintenance of reports on activities of the department.
15. Prepares and/or insures the preparation and maintenance of accurate records of departmental activities.
16. Reports to administrative and legislative personnel as requested
17. Participates in training activities; may serve as training instructor.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by five years fire fighting and/or emergency medical experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of modern fire fighting principles, methods and techniques used in fire suppression, inspection and prevention.
2. 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.
3. Extensive knowledge of fire fighting, rescues, hazardous materials, and confined space legislation.
4. Extensive knowledge of emergency medical services.
5. Extensive knowledge of departmental operating procedures.
6. Extensive knowledge of the operation and maintenance of fire vehicles, equipment and related apparatus.
7. 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.
8. Extensive knowledge of the principles of hydraulics and their application to the operation of fire apparatus.

Skills:

1. Oral and written communication skills.

Abilities:

1. 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.
2. Ability to direct the actions of subordinates in emergency and non-emergency situations.
3. Ability to initiate, plans, and carries out programs in administration, in-service training, and fire prevention.
4. Ability to evaluate performance of subordinates and discipline as needed.
5. Analytical abilities.
6. Ability to insure the preparation and maintenance of accurate records.
7. Ability to establish and maintain effective working relationship with other emergency service organizations, city officers and employees, and the general public.

ADDITIONAL REQUIREMENTS

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 Commission 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.

Physical Requirements of the Job: Work involves sitting at a desk or table, 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; must have excellent hearing and vision; must be able to wear a respirator; must be able to work in stressful situations.

Tools and/or Equipment Used: All types of fire and rescue equipment, vehicles and tools; normal office equipment.

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

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid drivers' license.

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

Certification Requirements: Must possess Fire Training Instructor certification, or must obtain certification during first two years after appointment to the position or whenever the training is available through the State Fire Commission. (See Training Requirements for additional certification requirements.)

Additional Requirements: Must be able to respond to calls at all hours; must be able to attend departmental training programs during evening hours; must be able to attend evening Council meetings.

Additional Information: None.

Overtime Provision: N/A Non-exempt.

(3) That the Authorized Positions be revised as follows (information added is

identified with an underline and information deleted is identified with a strike-through):

AUTHORIZED POSITIONS

The following are hereby adopted as class title and class grade; the number of authorized positions shall be determined annually during the budget process:

<u>Class Title</u>	<u>Grade</u>
City Clerk/Treasurer	28
Assistant City Clerk/Treasurer	25
Utility Clerk/Secretary (Part Time)	18
Building Inspector	26
Fire Chief (Volunteer)	N/A 28
Fire Lieutenant (Volunteer)	N/A
Fire Captain (Volunteer)	N/A
Fire Fighter (Volunteer)	N/A
Paramedic Lieutenant Supervisor	25*
Fire Fighter/Paramedic	18**
Fire Fighter/Paramedic (Recruit)	17**
Fire Fighter/EMT	14**
Fire Fighter/EMT (Recruit)	13**
Maintenance Supervisor	27
Assistant Maintenance Supervisor	22
Maintenance Worker	20

(4) That the classification plan and compensation plan may be waived, altered, or suspended only by a change of ordinance.

(5) This ordinance shall become effective after two readings and publication requirements have been met.

Date of First Reading: June 24, 2004

Date of Second Reading: July 1, 2004

Date of Publication: July 8, 2004

Mayor: William Cull 7-1-04
Signature Date

ATTESTED: Cindy L. Harris 7-1-04
Signature Date