

ORDINANCE NO. 612-2000
(Summary for Publication)

AN ORDINANCE OF THE CITY OF DRY RIDGE, KENTUCKY, AMENDING THE CITY'S PRESENT EMPLOYEE/CLASSIFICATION AND COMPENSATION PLANS TO MAKE DELETIONS AND ADDITIONS TO AUTHORIZED POSITIONS AND PROVIDE COMPENSATION FOR SUCH ADDED POSITIONS.

Whereas, the City of Dry Ridge has made changes concerning the method of providing law enforcement functions and services and also decided to enhance the city's safety and emergency services requiring amendments to its present classification and compensation plans.

Now, Therefore, Be It Ordained by the City of Dry Ridge, Kentucky, as follows:

That the City's present employee classification and compensation plan be and the same is amended as follows:

Authorized Positions...

A. The following authorized positions are hereby deleted.

Police Chief
Assistant Police Chief
Police Sergeant
Police Officer
Police Officer Recruit

B. The following safety and emergency positions are hereby established under the compensation grades shown.

Fire Fighter/Paramedic Grade 18
Fire Fighter/Paramedic (Recruit)..... Grade 17
Fire Fighter/EMT Grade 14
Fire Fighter/EMT (Recruit)..... Grade 13

C. Personnel under the above, new safety and emergency positions shall be engaged on a 24/48-hour basis with their hourly compensation under classification grade being computed and adjusted to comply with all state or federal regulations and rules concerning employees so employed and working on a 24/48-hour basis.

ORDINANCE NO. 612-2000

AN ORDINANCE OF THE CITY OF DRY RIDGE, KENTUCKY, AMENDING THE CITY'S PRESENT EMPLOYEE/CLASSIFICATION AND COMPENSATION PLANS TO MAKE DELETIONS AND ADDITIONS TO AUTHORIZED POSITIONS AND PROVIDE COMPENSATION FOR SUCH ADDED POSITIONS.

WHEREAS, the City of Dry Ridge, Kentucky, by action of its City Council has changed the mode of providing law enforcement functions and services so requiring the deletion and removal of certain authorized positions in the area of police personnel from its Employee/Classification Plan;

WHEREAS, the City of Dry Ridge, Kentucky, by actions and findings of its City Council has determined to enlarge and enhance the city's fire and emergency services to better serve and protect the welfare and well-being of its citizens and residents so requiring additional safety personnel; and

WHEREAS, the City of Dry Ridge, Kentucky, hereby and here under, so make and effects amendment and revisions to its Employee/Classification and Compensation Plans.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Dry Ridge, Kentucky, as follows: That the City's present Employee/Classification and Compensation Plan be and the same is hereby amended as shown within the 26-page schedule so styled: "FY 2000-2001 Amendments to the City of Dry Ridge's Employee/Classification and Compensation Plan Concerning Safety and Emergency Personnel" so hereto attached, incorporated by reference, and made a part hereof, the same as if set out in full herein.

First Reading: November 6, 2000

Second Reading: December 4, 2000

PASSED, ADOPTED, ORDAINED, APPROVED, AND ORDERED
PUBLISHED THIS THE 4th DAY OF December 2000.

William Cull

WILLIAM CULL, MAYOR

ATTEST:

Cindy L. Harris
CINDY L. HARRIS, CITY CLERK

I, the undersigned, City Attorney for the City of Dry Ridge, Kentucky, hereby certify that the foregoing Ordinance Summary was prepared by me for purposed of official publication and the same accurately reflects the official action taken and the salient contents of the ordinance in full which is of official entry in the city's minutes and official records.

Michael S. Mulvey
Michael S. Mulvey, Esq.
Dry Ridge City Attorney
Date: January 8, 2001

First Reading: November 6, 2000

Second Reading: December 4, 2000

PASSED, ADOPTED, ORDAINED, APPROVED, AND ORDERED
PUBLISHED THIS THE 4th DAY OF December, 2000.

William Cull
WILLIAM CULL, MAYOR

ATTEST:

Cindy L. Harris
CINDY L. HARRIS, CITY CLERK

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
Fire Engineer (Volunteer)	N/A
Fire Fighter/ <u>Paramedic</u>	<u>18</u>
<u>Fire Fighter/Paramedic (Recruit)</u>	<u>17</u>
Fire Fighter/ <u>EMT</u>	<u>14</u>
Fire Fighter/ <u>EMT</u> Recruit	<u>13</u>
Maintenance Supervisor	27
Assistant Maintenance Supervisor	22
Maintenance Worker	20
Police Chief	30
Assistant Police Chief	26
Police Sergeant	24
Police Officer*	23
Police Officer Recruit*	22

*Newly-employed Police Officer Recruits shall receive \$12.25 per hour at the time of employment, \$12.50 per hour after satisfactorily serving in the position for six months, and \$13 per hour after one year of service and successfully completing the probation period, and \$13.95 per hour after completing two years of satisfactory service.

DRY RIDGE - SALARY SCALE (FY00-01)

<u>Grade</u>	<u>Min.</u>	<u>Max.</u>	<u>Grade</u>	<u>Min.</u>	<u>Max.</u>
11	10,566 5.08	17,435 8.38	31	28,036 13.48	46,259 22.24
12	11,095 5.33	18,306 8.80	32	29,438 14.15	48,572 23.35
13	11,649 5.60	19,222 9.24	33	30,909 14.86	51,001 24.52
14	12,232 5.88	20,183 9.70	34	32,455 15.60	53,551 25.75
15	12,844 6.17	21,192 10.19	35	34,078 16.38	56,228 27.03
16	13,486 6.48	22,251 10.70	36	35,782 17.20	59,040 28.38
17	14,160 6.81	23,364 11.23	37	37,571 18.06	61,992 29.80
18	14,868 7.15	24,532 11.79	38	39,449 18.97	65,091 31.29
19	15,611 7.51	25,759 12.38	39	41,422 19.91	68,346 32.86
20	16,392 7.88	27,047 13.00	40	43,493 20.91	71,763 34.50
21	17,212 8.27	28,399 13.65	41	45,667 21.96	75,351 36.23
22	18,072 8.69	29,819 14.34	42	47,951 23.05	79,119 38.04
23	18,976 9.12	31,310 15.05	43	50,348 24.21	83,075 39.94
24	19,925 9.58	32,875 15.81	44	52,866 25.42	87,228 41.94
25	20,921 10.06	34,519 16.60	45	55,509 26.69	91,590 44.03
26	21,967 10.56	36,245 17.43	46	58,284 28.02	96,169 46.24
27	23,065 11.09	38,057 18.30	47	61,199 29.42	100,978 48.55
28	24,218 11.64	39,960 19.21	48	64,259 30.89	106,027 50.97
29	25,429 12.23	41,958 20.17	49	67,472 32.44	111,328 53.52
30	26,701 12.84	44,056 21.18	50	70,845 34.06	116,894 56.20

- NOTE:**
- (1) 5% progressive difference between grades.
 - (2) 65% from minimum to maximum with each grade.
 - (3) Annual salary based on 40-hour work week; consider hourly salaries only if work week different from 40 hours

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.

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 supervises 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 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, rescue, 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, plan, and carry 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 are 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. (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.

CITY OF DRY RIDGE
CLASS SPECIFICATION

Class Title: Fire Lieutenant (Volunteer)

Department: Fire

Supervisor: Fire Chief

Supervises: None.

Class Characteristics: Under general direction, drives vehicle to scene of fire, accidents, disasters, or other emergencies; performs fire suppression, inspection and prevention activities; may supervise employees assigned to vehicle; performs routine fire station and equipment maintenance duties; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Insures constant readiness of vehicles and assigned equipment.
2. Drives vehicle to scene of fire, accidents, disasters, and other emergencies; assumes responsible charge upon arrival until relieved by a higher authority.
3. Operates equipment; lays and connects hoses; directs water stream to control or extinguish fires.
4. May supervise subordinate personnel in the absence of a higher authority.
5. 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.
6. Performs fire inspection and prevention duties.
7. Protects property from water and soil damage.
8. Removes excess solid and liquid debris from structures and grounds.
9. Assists in the maintenance of vehicles and equipment.
10. Cleans hoses, tools and other equipment.
11. Performs general station and other equipment maintenance; hangs and dries hoses; makes minor equipment repairs, sweeps and mops floors, washes windows, cleans furniture and facilities, paints buildings, etc.
12. Assists with preparing and maintaining accurate records.
13. Attends training classes.
14. Checks fire hydrants.
15. Performs public relations as requested.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by three years work experience as a fire fighter or volunteer fire fighter.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of modern fire fighting principles, methods and techniques used in fire suppression, inspection and prevention.
2. Thorough knowledge of the operation and maintenance requirements of fire vehicles, fire fighting and rescue equipment, and related apparatus.
3. Thorough knowledge of the federal, state and local laws and ordinances, including National Fire Protection Association codes and standards, pertaining to fire prevention, inspection and suppression.
4. 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:

1. Skill in the operation and maintenance of fire fighting equipment and tools.

Abilities:

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

ADDITIONAL REQUIREMENTS

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 are 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); 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.

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

Contacts: Public and internal contacts 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 basic training; must complete required annual training.

Certification Requirements: Must possess Emergency Medical Technician certification; must obtain Training Instructor certification within two years after appointment to the class. (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 meetings and training programs during evening hours.

Additional Information: None.

Overtime Provision: N/A.

CITY OF DRY RIDGE
CLASS SPECIFICATION

Class Title: Fire Fighter/Paramedic

Department: Fire

Supervisor: Fire Chief

Supervises: None.

Class Characteristics: Under general direction, performs fire suppression, inspection and prevention activities; performs routine fire station and equipment maintenance duties; performs advanced and basic life support duties; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Responds to all fire, accident, rescue, civil defense and natural disaster calls to prevent or extinguish fires.
2. 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.
3. Performs fire inspection and prevention duties.
4. May drive vehicle to scene; may operate equipment.
5. Lays and connects hoses; directs water stream to control or extinguish fires.
6. Protects property from water and soil damage.
7. Removes excess solid and liquid debris from structures and grounds.
8. Assists in the maintenance of vehicles and equipment.
9. Cleans hoses, tools and other equipment.
10. As paramedic, under the authority and direction of the Medical Director, provides, facilitates, and coordinates definitive Advanced Life Support (ALS) and Basic Life Support (BLS) services and transportation services in a pre-hospital setting to persons stricken with illness or involved in an accident.
11. Consults with Medical Director or supervising physician on patient treatment and follows written treatment protocol.
12. Reviews protocols, policies, and procedures to maintain familiarity of such and to keep up with changes.
13. Remains current on knowledge and provision of all ALS procedures including cardiac arrhythmia recognition, defibrillation, endotracheal intubation, drug administration, and intravenous cannulation dealing with all persons.
14. Directs the transportation need of a pre-hospital patient.
15. Maintains adequate supplies, equipment, etc., and restocks assigned ambulance unit or medical kits.

16. Performs general station and other equipment maintenance; hangs and dries hoses; makes minor equipment repairs, sweeps and mops floors, washes windows, cleans furniture and facilities, paints buildings, etc.

17. Assists with preparing and maintaining accurate records.

18. Attends training classes.

19. Checks fire hydrants.

20. Performs public relations as requested.

21. Maintains a professional appearance and demeanor.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by sufficient work experience to have completed required basic fire fighting training and to have obtained Paramedic Certification. (See Training Requirements and Certification Requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of modern fire fighting principles, methods and techniques used in fire suppression, inspection and prevention.

2. Thorough knowledge of advanced and basic emergency medical care and procedures.

3. Thorough knowledge of legal-medical issues related to patient care and confidentiality of records.

4. Knowledge of the operation and maintenance requirements of fire and ambulance vehicles, fire fighting, rescue, ALS and BLS equipment, and related apparatus, including preventive maintenance.

5. Knowledge of the federal, state and local laws and ordinances, including National Fire Protection Association codes and standards, pertaining to fire prevention, inspection and suppression.

6. Knowledge of the geography of the service area, including the location of streets and roads, fire hydrants, and the location and interior plans of major buildings.

7. Knowledge of infections control plan.

Skills:

1. Skill in the operation and maintenance of fire fighting and medical services equipment and tools.

Abilities:

1. Ability to respond and act quickly, efficiently and calmly in emergency and hazardous situations.
2. Ability to accept lines of authority, and to respond to orders without question in emergency situations.
3. Ability to operate emergency vehicles and perform work under abnormal traffic conditions during inclement weather; temperatures, and exposure to hazards.
4. Ability to perform minor mechanical work on fire vehicles and equipment.
5. Ability to complete required forms and maintain records.
6. Ability to deal courteously and tactfully with the public.
7. Ability to establish and maintain effective working relationship with other emergency service organizations, city officers and employees, and the general public.
8. Ability to concisely and accurately describe the impression of a patient's condition, both orally and in writing.
9. Ability to wear and be medically certified for a face respirator, if applicable.
10. Physical strength and agility to perform fire fighting duties for extended periods of time, often under adverse weather conditions.
11. Good physical health condition, including the employee's sense of vision, hearing, speech, etc.

ADDITIONAL REQUIREMENTS

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; certain 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 are predominantly required.

Physical Requirements of the Job: Work involves driving, 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 must have excellent hearing and vision; must be able to wear a respirator. Exposed to environmental elements/hazards, hazardous contaminants, and communicable disease is probable while performing related duties.

Tools and/or Equipment Used: All types of fire, rescue, and emergency medical

equipment, vehicles and tools: normal office equipment.

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

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

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; must complete required annual training.

Certification Requirements: Must possess and maintain Advanced Life Support certification as a condition of employment and continued employment in the class. Must possess CPR certification; must have completed Advanced Cardiac Life Support training; must be willing to obtain Pediatric Advanced Life Support (PALS) or Basic Trauma Life Support (BTLS) certification if required. (See Training Requirements for additional certification requirements.)

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

Additional Information: None.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
CLASS SPECIFICATION

Class Title: Fire Fighter/Paramedic (Recruit)

Department: Fire

Supervisor: Fire Chief

Supervises: None.

Class Characteristics: Under general direction, performs fire suppression, inspection and prevention activities; performs routine fire station and equipment maintenance duties; performs advanced and basic life support duties; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Responds to all fire, accident, rescue, civil defense and natural disaster calls to prevent or extinguish fires.
2. 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.
3. Performs fire inspection and prevention duties.
4. May drive vehicle to scene; may operate equipment.
5. Lays and connects hoses; directs water stream to control or extinguish fires.
6. Protects property from water and soil damage.
7. Removes excess solid and liquid debris from structures and grounds.
8. Assists in the maintenance of vehicles and equipment.
9. Cleans hoses, tools and other equipment.
10. As paramedic, under the authority and direction of the Medical Director, provides, facilitates, and coordinates definitive Advanced Life Support (ALS) and Basic Life Support (BLS) services and transportation services in a pre-hospital setting to persons stricken with illness or involved in an accident.
11. Consults with Medical Director or supervising physician on patient treatment and follows written treatment protocol.
12. Reviews protocols, policies, and procedures to maintain familiarity of such and to keep up with changes.
13. Remains current on knowledge and provision of all ALS procedures including cardiac arrhythmia recognition, defibrillation, endotracheal intubation, drug administration, and intravenous cannulation dealing with all persons.
14. Directs the transportation need of a pre-hospital patient.
15. Maintains adequate supplies, equipment, etc., and restocks assigned ambulance unit or medical kits.

16. Performs general station and other equipment maintenance; hangs and dries hoses; makes minor equipment repairs, sweeps and mops floors, washes windows, cleans furniture and facilities, paints buildings, etc.

17. Assists with preparing and maintaining accurate records.

18. Attends training classes.

19. Checks fire hydrants.

20. Performs public relations as requested.

21. Maintains a professional appearance and demeanor.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by sufficient training and work experience to have obtained Paramedic Certification. (See Training Requirements and Certification Requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, modern fire fighting principles, methods and techniques used in fire suppression, inspection and prevention.

2. Thorough knowledge of advanced and basic emergency medical care and procedures.

3. Thorough knowledge of legal-medical issues related to patient care and confidentiality of records.

4. Thorough knowledge of the operation and maintenance requirements of ambulances and ALS and BLS equipment.

5. Knowledge of, or ability to learn, the operation and maintenance requirements of fire fighting and rescue equipment, and related apparatus, including preventive maintenance.

6. Knowledge of, or ability to learn, the federal, state and local laws and ordinances, including National Fire Protection Association codes and standards, pertaining to fire prevention, inspection and suppression.

7. Knowledge of, or ability to learn, the geography of the service area, including the location of streets and roads, fire hydrants, and the location and interior plans of major buildings.

8. Knowledge of infections control plan.

Skills:

1. Skill in the operation and maintenance of fire fighting and medical services equipment and tools.

Abilities:

1. Ability to respond and act quickly, efficiently and calmly in emergency and hazardous situations.
2. Ability to accept lines of authority, and to respond to orders without question in emergency situations.
3. Ability to operate emergency vehicles and perform work under abnormal traffic conditions during inclement weather; temperatures, and exposure to hazards.
4. Ability to perform minor mechanical work on fire vehicles and equipment.
5. Ability to complete required forms and maintain records.
6. Ability to deal courteously and tactfully with the public.
7. Ability to establish and maintain effective working relationship with other emergency service organizations, city officers and employees, and the general public.
8. Ability to concisely and accurately describe the impression of a patient's condition, both orally and in writing.
9. Ability to wear and be medically certified for a face respirator, if applicable.
10. Physical strength and agility to perform fire fighting duties for extended periods of time, often under adverse weather conditions.
11. Good physical health condition, including the employee's sense of vision, hearing, speech, etc.

ADDITIONAL REQUIREMENTS

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; certain 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 are predominantly required.

Physical Requirements of the Job: Work involves driving, 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 must have excellent hearing and vision; must be able to wear a respirator. Exposed to environmental elements/hazards, hazardous contaminants, and communicable disease is probable while performing related duties.

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

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

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

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

Training Requirements: Must be able to successfully complete required basic training; must successfully complete required annual training.

Certification Requirements: Must possess and maintain Advanced Life Support certification as a condition of employment and continued employment in the class. Must possess CPR certification; must have completed Advanced Cardiac Life Support training; must be willing to obtain Pediatric Advanced Life Support (PALS) or Basic Trauma Life Support (BTLS) certification if required. (See Training Requirements for additional certification requirements.)

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

Additional Information: None.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
CLASS SPECIFICATION

Class Title: Fire Fighter/EMT

Department: Fire

Supervisor: Fire Chief

Supervises: None.

Class Characteristics: Under general direction, performs fire suppression, inspection and prevention activities; performs routine fire station and equipment maintenance duties; performs duties of Emergency Medical Technician (EMT); performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Responds to all fire, accident, rescue, civil defense and natural disaster calls to prevent or extinguish fires.
2. 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.
3. Performs fire inspection and prevention duties.
4. May drive vehicle to scene; may operate equipment.
5. Lays and connects hoses; directs water stream to control or extinguish fires.
6. Protects property from water and soil damage.
7. Removes excess solid and liquid debris from structures and grounds.
8. Assists in the maintenance of vehicles and equipment.
9. Cleans hoses, tools and other equipment.
10. As EMT, provides Basic Life Support (BLS) services and transportation services in a pre-hospital setting to persons stricken with illness or involved in an accident.
11. Assists paramedic in the provision of Advanced Life Support (ALS) services.
12. Maintains adequate supplies, equipment, etc., and restocks assigned ambulance unit or medical kits.
13. Maintains ambulance unit, both interior and exterior, and medical equipment clean and at a state of readiness.
14. Performs general station and other equipment maintenance; hangs and dries hoses; makes minor equipment repairs, sweeps and mops floors, washes windows, cleans furniture and facilities, paints buildings, etc.
15. Assists with preparing and maintaining accurate records.
16. Attends training classes.

17. Checks fire hydrants.
18. Performs public relations as requested.
19. Maintains a professional appearance and demeanor.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by one year work experience as a fire fighter. (See Training Requirements and Certification Requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of modern fire fighting principles, methods and techniques used in fire suppression, inspection and prevention.
2. Knowledge of basic emergency medical care and procedures.
3. Knowledge of legal-medical issues related to patient care and confidentiality of records.
4. Knowledge of the operation and maintenance requirements of fire and ambulance vehicles, fire fighting, rescue, and BLS equipment, and related apparatus, including preventive maintenance.
5. Knowledge of the federal, state and local laws and ordinances, including National Fire Protection Association codes and standards, pertaining to fire prevention, inspection and suppression.
6. 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.
7. Knowledge of infections control plan.

Skills:

1. Skill in the operation and maintenance of fire fighting and medical services equipment and tools.

Abilities:

1. Ability to respond and act quickly, efficiently and calmly in emergency and hazardous situations.
2. Ability to accept lines of authority, and to respond to orders without question in emergency situations.
3. Ability to operate emergency vehicles and perform work under abnormal traffic conditions during inclement weather; temperatures, and exposure to hazards.

4. Ability to perform minor mechanical work on fire vehicles and equipment.
5. Ability to complete required forms and maintain records.
6. Ability to deal courteously and tactfully with the public.
7. Ability to establish and maintain effective working relationship with other emergency service organizations, city officers and employees, and the general public.
8. Ability to concisely and accurately describe the impression of a patient's condition, both orally and in writing.
9. Ability to wear and be medically certified for a face respirator, if applicable.
10. Physical strength and agility to perform fire fighting duties for extended periods of time, often under adverse weather conditions.
11. Good physical health condition, including the employee's sense of vision, hearing, speech, etc.

ADDITIONAL REQUIREMENTS

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 are predominantly required.

Physical Requirements of the Job: Work involves driving, 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 must have excellent hearing and vision; must be able to wear a respirator. Exposed to environmental elements/hazards, hazardous contaminants, and communicable disease is probable while performing related duties.

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

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

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/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; must complete required annual training.

Certification Requirements: Must possess and maintain Emergency Medical Technician certification as a condition of employment and continued employment in the class. (See Training Requirements for additional certification requirements.)

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

Additional Information: None.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
CLASS SPECIFICATION

Class Title: Fire Fighter/EMT (Recruit)

Department: Fire

Supervisor: Fire Chief

Supervises: None

Class Characteristics: Under general supervision, performs fire suppression, inspection and prevention activities; performs routine fire station and equipment maintenance duties; performs Emergency Medical Technician duties after obtaining certification; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Responds to all fire, accident, rescue, civil defense and natural disaster calls to prevent or extinguish fires.
2. 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.
3. Performs inspection and prevention duties.
4. May drive vehicle to scene; may operate equipment.
5. Lays and connects hoses; directs water stream to control or extinguish fires.
6. Protects property from water and soil damage.
7. Removes excess solid and liquid debris from structures and grounds.
8. Assists in the maintenance of vehicles and equipment.
9. Cleans hoses, tools and other equipment.
10. Performs general station and other equipment maintenance; hangs and dries hoses; makes minor equipment repairs, sweeps and mops floors, washes windows, cleans furniture and facilities, paints buildings, etc.
10. Assists with preparing and maintaining accurate records.
11. Attends training classes.
12. Checks fire hydrants.
13. Performs Basic Life Support duties after obtaining Emergency Medical Technician certification.
14. Maintains a professional appearance and demeanor.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED); no previous work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, modern fire fighting principles, methods and techniques used in fire suppression, inspection and prevention.
2. Knowledge of, or ability to learn, the operation and maintenance requirements of fire vehicles, fire fighting and rescue equipment, and related apparatus.
3. Knowledge of, or ability to learn, the federal, state and local laws and ordinances, including National Fire Protection Association codes and standards, pertaining to fire prevention, inspection and suppression.
4. Knowledge of, or ability to learn, the geography of the service area, including the location of streets and roads, fire hydrants, and the location and interior plans of major buildings.

Abilities:

1. Ability to respond and act quickly, efficiently and calmly in emergency and hazardous situations.
2. Ability to accept lines of authority, and to respond to orders without question in emergency situations.
3. Ability to perform minor mechanical work on fire vehicles and equipment.
4. Ability to complete required forms and maintain records.
5. Ability to deal courteously and tactfully with the public.
6. Ability to establish and maintain effective working relationship with other emergency service organizations, city officers and employees, and the general public.
7. Physical strength and agility to perform fire fighting duties for extended periods of time, often under adverse weather conditions.
8. Ability to acquire skill in the operation and maintenance of fire fighting equipment and tools.
9. Ability to obtain Emergency Medical Technician certification during first year after appointment to the class.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are initially very specific, but become more general as the duties of the position are learned.

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 are predominantly required.

Physical Requirements of the Job: Work involves driving, 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 must have excellent hearing and vision; must be able to wear a respirator. Exposed to environmental elements/hazards, hazardous contaminants, and communicable disease is probable while performing advanced or basic life support duties.

Tools and/or Equipment Used: All types of fire, rescue, and ambulance equipment, vehicles and tools will be used after proper training.

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 drivers license.

Training Requirements: Must successfully complete required basic training during first year of employment; must successfully complete required annual training.

Certification Requirements: Must obtain First Responder Emergency Medical Technician certification during first year of employment. (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 meetings and training programs during evening hours.

Additional Information: None.

Overtime Provision: Non-exempt.

