

ORDINANCE NO. 688-2005

ORDINANCE UPDATING CLASSIFICATION PLAN AND COMPENSATION PLAN

WHEREAS, the City Council of the City of Dry Ridge recognize that the city's 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 the attached Class Specifications for the Fire Department replace the existing Fire Department Class Specifications (information added is identified with an underline, and information deleted is identified with a strike-through.)

(2) That the attached Compensation Plan be amended as recommended (information added is identified with an underline, and information deleted is identified with a strike-through.)

(3) That this ordinance may be waived, altered, or suspended only by a change of ordinance.

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

Date of First Reading: November 14, 2005

Date of Second Reading: December 5, 2005

Date of Publication: December 15, 2005

Mayor: Bill Cull 12-6-05
Signature Date

ATTESTED: Cindy R. Harris 12-6-05
Signature Date

CITY OF DRY RIDGE
CLASS SPECIFICATION

Class Title: Fire Chief

Department: Fire

Supervisor: Mayor

Supervises: All Departmental Personnel (Including Full Time and Part Time Personnel, and Volunteers)

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 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 and/or paramedic/emergency medical experience. [See Training and Certification Requirements for additional information.]

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 driver's license.

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

Certification Requirements: Must possess and maintain Paramedic Certification and/or Emergency Medical Technician (EMT) Certification as a condition of employment and continued employment in the class. 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: Non-exempt.

CITY OF DRY RIDGE
CLASS SPECIFICATION

Class Title: Assistant Fire Chief

Department: Fire

Supervisor: Mayor

Supervises: May Supervise All Departmental Personnel (Including Full Time and Part Time Personnel, and Volunteers) in the Absence of a Higher Authority

Class Characteristics: Under general administrative direction, assists with planning, organizing, directing, coordinating and evaluating 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: Employees in this class may be either full-time or part-time; in addition, volunteers may staff the class. Full-time employees are subject to the city's pay/classification plan; part-time employees shall be compensated at a rate established by the Mayor within limits set by the City Council; volunteers shall receive stipend pay as set by the City Council. [Volunteers shall not be considered as employees of the city.]

General Duties and Responsibilities:

Essential:

1. Assists with planning, organizing, directing, coordinating and evaluating activities and programs of the department while assisting with required duties..
2. Assists with formulating departmental operating policies and procedures 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. Insures maintenance and cleanliness of fire stations.
9. Establishes preventive maintenance program; insures compliance with preventive maintenance program.
10. Assists with preparing annual budget for fire department.
11. May supervise the purchasing, installation, testing, maintenance and/or repair of fire equipment and apparatus.

12. Investigates, or insures the investigation of, fires to determine cause, including suspected arson.

13. Assists with preparing memoranda and/or supervises others in the preparation and maintenance of reports on activities of the department.

14. Reports to administrative and legislative personnel as requested.

15. 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 four years fire fighting and/or paramedic/emergency medical experience. [See Training and Certification Requirements for additional information.]

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 while assisting with required duties.

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 driver's license.

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

Certification Requirements: Must possess and maintain Paramedic Certification and/or Emergency Medical Technician (EMT) Certification as a condition of employment and continued employment in the class. 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: Non-exempt.

CITY OF DRY RIDGE
CLASS SPECIFICATION

Class Title: Fire Captain 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.

Distinguishing Features of the Class: Employees in this class may be either full-time or part-time; in addition, volunteers may staff the class. Full-time employees are subject to the city's pay/classification plan; part-time employees shall be compensated at a rate established by the Mayor within limits set by the City Council; volunteers shall receive stipend pay as set by the City Council. [Volunteers shall not be considered as employees of the city.]

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 fire fighting training; must complete required annual training.

Certification Requirements: Must possess and maintain Paramedic Certification and/or Emergency Medical Technician (EMT) Certification as a condition of employment and continued employment in the class; must possess or 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: Non-exempt. N/A

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CITY OF DRY RIDGE
CLASS SPECIFICATION

Class Title: Fire Lieutenant Captain (Volunteer)

Department: Fire

Supervisor: Fire Chief

Supervises: May Supervise Employees Assigned to Vehicle

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.

Distinguishing Features of the Class: Employees in this class may be either full-time or part-time; in addition, volunteers may staff the class. Full-time employees are subject to the city's pay/classification plan; part-time employees shall be compensated at a rate established by the Mayor within limits set by the City Council; volunteers shall receive stipend pay as set by the City Council. [Volunteers shall not be considered as employees of the city.]

General Duties and Responsibilities:

Essential:

1. Insures that stations are cleaned and maintained at all times.
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 two years work experience as a fire fighter or volunteer fire fighter. [See Training and Certification Requirements for additional information.]

Special Knowledge, Skills and Abilities:

Knowledge:

1. Considerable knowledge of modern fire fighting principles, methods and techniques used in fire suppression, inspection and prevention.
2. Considerable knowledge of the operation and maintenance requirements of fire vehicles, fire fighting and rescue equipment, and related apparatus.
3. Considerable 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 driver's license.

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

Certification Requirements: Must possess and maintain Paramedic Certification and/or Emergency Medical Technician (EMT) Certification as a condition of employment and continued employment in the class; must possess or 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: Non-exempt, N/A

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CITY OF DRY RIDGE
CLASS SPECIFICATION

Class Title: Paramedic Lieutenant Supervisor

Department: Fire

Supervisor: Fire Chief

Supervises: All Departmental Employees in the Absence of a Higher Authority

Class Characteristics: Under general direction, assumes responsibility for the department in the absence of a higher authority; assists with performing all duties while supervising subordinate employees; 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.

Distinguishing Features of the Class: This is a supervisory, 48-hour workweek position, in charge of crews and station. As such, the Lieutenant is responsible for maintaining a leadership role with appropriate technical direction in areas of personnel supervision and guidance; fire suppression; medical rescue operations; fire prevention and life safety education/planning/enforcement; as well as coordinating the administrative, payroll, equipment supply, and maintenance/repair needs of the department.

General Duties and Responsibilities:

Essential:

1. Assists the Fire Chief with planning, organizing, directing, coordinating and evaluating all activities and programs of the department.
2. Assists with formulating 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. Insures that all personnel are kept fully informed of changes in policy and procedure as it pertains to the job.
3. Makes periodic inspections to assure adherence to departmental policy regarding fire fighting readiness.
4. Insures that complete and accurate inspections of all assigned vehicles, equipment and supply inventories are conducted as scheduled.
5. Responds with, directs and supervises the various duties of fire fighters at emergency operations, including fire fighting, medical incidents, entrapped victims, hazardous materials operations, and other emergency situations.
6. If first arriving officer, takes command of an incident per Department SOP and determines the best plan; implements the plan by directing, assigning, and controlling resources accordingly; requests additional resources if required; until relieved by a more senior officer.
7. Supervises plans and controls the activities and assignments of the employees.

8. Assures compliance with all department regulations including, but not limited to, Rules and Regulations, Standard Operating Procedures, and Memorandums.
9. Assists with instruction and record keeping for fire and medical rescue training for career and volunteer personnel.
10. Supervises and participates in drills in accordance with department requirements and specific needs of personnel.
11. Assumes responsibility for the operational readiness of crews.
12. Evaluates employees of personnel on a predetermined, periodic basis, recognizing their strengths and providing direction towards correcting deficiencies.
13. Makes recommendations for disciplinary action in accordance with city policy and departmental rules and guidelines.
14. Insures proper documentation of fire and EMS calls, including, but not limited to, patient medical reports and state fire reports; documentation shall be in a concise, complete, legible and accurate manner.
15. Responsible for the condition and appearance of station and all equipment housed within.
16. Responsible for proper grooming, uniforms, general appearance, and conduct of all subordinate personnel.
- 17.. Insures that all reports are prepared in a concise, complete, legible and accurate manner.
18. Performs assigned duties in a timely fashion, as directed by superior officers.
19. Performs all fire fighter, EMS, and Paramedic duties.

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. Must hold current certification with the American Heart Association in Basic Cardiac Life Support. (See Training Requirements and Certification Requirements for additional information.)

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 advanced and basic emergency medical care and procedures.
3. Extensive knowledge of legal-medical issues related to patient care and confidentiality of records.
4. Thorough 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. 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.

6. Thorough 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. Thorough knowledge of infections control plan.

Skills:

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

Abilities:

1. Ability to supervise subordinate employees while assisting with required duties.

2. Ability to respond and act quickly, efficiently and calmly in emergency and hazardous 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: Very general; must use own judgment in conjunction with departmental operating procedures.

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, including a wide variety of weight ranges; 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 driver's license issued by the Commonwealth of Kentucky.

Training Requirements: Must have completed required fire fighter basic training, or must complete training during first year after appointment to the class; 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

Department: Fire

Supervisor: Fire Chief or Paramedic Lieutenant Supervisor

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.

Distinguishing Features of the Class: Employees in this class may be either full-time or part-time; in addition, volunteers may staff the class. Full-time employees are subject to the city's pay/classification plan; part-time employees shall be compensated at a rate established by the Mayor within limits set by the City Council; volunteers shall receive stipend pay as set by the City Council. [Volunteers shall not be considered as employees of the city.]

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 driver's license issued by the Commonwealth of Kentucky.

Training Requirements: Must have completed required fire fighter 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: Paramedic

Department: Fire

Supervisor: Fire Chief or Paramedic Lieutenant Supervisor

Supervises: None

Class Characteristics: Under general direction, performs duties of Paramedic; performs routine fire station and equipment maintenance duties; provides assistance at fire scene; performs related duties as required.

Distinguishing Features of the Class: Employees in this class may be either full-time or part-time; in addition, volunteers may staff the class. Full-time employees are subject to the city's pay/classification plan; part-time employees shall be compensated at a rate established by the Mayor within limits set by the City Council; volunteers shall receive stipend pay as set by the City Council. [Volunteers shall not be considered as employees of the city.]

General Duties and Responsibilities:

Essential:

1. Responds to all fire, accident, rescue, civil defense and natural disaster calls.
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. May drive vehicle to scene; may operate equipment.
4. Assists in the maintenance of vehicles and equipment.
5. Provides Advance Life Support services and transportation services in the pre-hospital setting to persons stricken with illness or involved in accidents.
6. Maintains adequate supplies, equipment, etc., and restocks assigned ambulance unit or medical kits.
7. Maintains ambulance unit, both interior and exterior, and medical equipment clean and at a state of readiness.
8. Performs general station and other equipment maintenance; makes minor equipment repairs, sweeps and mops floors, washes windows, cleans furniture and facilities.
9. Consults with medical director or supervising physician on patient treatment and follows written treatment.
10. Reviews protocols, policies and procedures to maintain familiarity of such and to keep up with changes.
11. 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.

12. Assists with preparing and maintaining accurate records.
13. Performs public relations as requested.
14. 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 Paramedic. [(See Training Requirements and Certification Requirements.)]

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of advance life support care and procedures.
2. Knowledge of legal-medical issues related to patient care and confidentiality of records.
3. Knowledge of the operation and maintenance requirements, including preventive maintenance requirements, of ambulance vehicles and ALS and BLS equipment.
4. 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 vehicles and equipment.
5. Ability to complete required forms and to 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 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 driver's license issued by the Commonwealth of Kentucky.

Training Requirements: [See Certification Requirements.]

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 or Paramedic Lieutenant Supervisor

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.

Distinguishing Features of the Class: Employees in this class may be either full-time or part-time; in addition, volunteers may staff the class. Full-time employees are subject to the city's pay/classification plan; part-time employees shall be compensated at a rate established by the Mayor within limits set by the City Council; volunteers shall receive stipend pay as set by the City Council. [Volunteers shall not be considered as employees of the city.]

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 and Certification Requirements for additional information.]

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 driver's license issued by the Commonwealth of Kentucky.

Training Requirements: Must be able to successfully complete required basic fire fighter 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 or Paramedic Lieutenant Supervisor

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.

Distinguishing Features of the Class: Employees in this class may be either full-time or part-time; in addition, volunteers may staff the class. Full-time employees are subject to the city's pay/classification plan; part-time employees shall be compensated at a rate established by the Mayor within limits set by the City Council; volunteers shall receive stipend pay as set by the City Council. [Volunteers shall not be considered as employees of the city.]

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 for additional information.]

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 driver's license issued by the Commonwealth of Kentucky.

Training Requirements: Must have completed required basic fire fighter 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/First Responder (~~Volunteer~~)

Department: Fire

Supervisor: Fire Chief

Supervises: None

Class Characteristics: Under general supervision, serves as fire fighter for the Department; performs fire suppression, inspection and prevention activities; performs routine fire station and equipment maintenance duties; performs related duties as required.

Distinguishing Features of the Class: Employees in this class may be either full-time or part-time; in addition, volunteers may staff the class. Full-time employees are subject to the city's pay/classification plan; part-time employees shall be compensated at a rate established by the Mayor within limits set by the City Council; volunteers shall receive stipend pay as set by the City Council. [Volunteers shall not be considered as employees of the city.]

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.

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.

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.

Tools and/or Equipment Used: All types of fire and rescue 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 driver's license.

Training Requirements: Must have completed required fire fighter basic training, or must successfully complete required fire fighter basic training within one year after appointment to the class; must successfully complete required annual training.

Certification Requirements: Must possess and maintain Emergency Medical Technician-First Responder Certification as a condition of continued employment in the class.

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. N/A

CITY OF DRY RIDGE
CLASS SPECIFICATION

Class Title: Fire Fighter/EMT (Recruit)

Department: Fire

Supervisor: Fire Chief or Paramedic Lieutenant Supervisor

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.

Distinguishing Features of the Class: Employees in this class may be either full-time or part-time; in addition, volunteers may staff the class. Full-time employees are subject to the city's pay/classification plan; part-time employees shall be compensated at a rate established by the Mayor within limits set by the City Council; volunteers shall receive stipend pay as set by the City Council. [Volunteers shall not be considered as employees of the city.]

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 driver's license.

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

Certification Requirements: Must obtain First Responder Certification and/or Emergency Medical Technician certification during first year of employment as a condition of continued employment in 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: Non-exempt.

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COMPENSATION PLAN

AUTHORIZED CLASSES 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	28*
Assistant Fire Chief	26*
Fire Captain (Volunteer)	N/A 24*
Fire Lieutenant (Volunteer)	N/A 23*
Paramedic Lieutenant Supervisor	25*
Fire Fighter/Paramedic	48 19*
Paramedic	18*
Fire Fighter/Paramedic (Recruit)	17*
Fire Fighter/EMT	44 15*
Fire Fighter/First Responder (Volunteer)	N/A 14*
Fire Fighter/EMT (Recruit)	13*
Maintenance Supervisor	27
Assistant Maintenance Supervisor	22
Maintenance Worker	20

*Consider hourly salary only on Salary Scale for all Authorized Classes in the Fire Department.

~~*Regularly scheduled to work 48 hours per week (consider hourly salary only on salary scale)~~

~~**Scheduled to work 24-hour shifts with 48 hours between shifts, for an average workweek of 56 hours (consider hourly salary only on salary scale)~~

SALARY SCALE

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