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|  | LAGRANGE FIRE PROTECTION DISTRICT<br>OPERATIONS MANUAL |                                    |                 |
|                                                                                   | <b>SECTION: 1.14</b>                                   | <b>ADOPTED:</b><br>August 13, 2026 | <b>REVISED:</b> |
|                                                                                   | <b>SUBJECT:</b><br>Job Description - Fire Chief        |                                    |                 |
|                                                                                   | <b>APPROVED BY:</b><br>BOARD OF TRUSTEES               |                                    |                 |

**Position Title: Fire Chief**

**Employment Status:** Full-Time, Exempt

**Reports To:** Board of Trustees

**FLSA Classification:** Exempt – Executive

**Position Overview**

The Fire Chief serves as the Chief Executive Officer of the Lagrange Fire Department and is responsible for the overall management, administration, and strategic direction of the department. The Fire Chief oversees all fire suppression, emergency medical, rescue, and fire prevention activities and ensures compliance with applicable local, state, and federal laws. This position is held by a full-time, exempt employee and includes leadership over a combination department of career and volunteer personnel.

**Essential Duties and Responsibilities**

1. Provide leadership and direction for all department functions, including daily operations, training, administration, emergency response, and community outreach.
2. Manage and supervise all full-time, part-time, and volunteer personnel; ensure fair and consistent enforcement of policies, procedures, and regulations.
3. Develop and implement standard operating policies (SOPs), standard operating guidelines (SOGs), and organizational strategic plans.
4. Oversee the department's budget, finances, purchasing, and capital projects; ensure responsible fiscal management and reporting.
5. Ensure proper maintenance and readiness of all fire department facilities, vehicles, equipment, and supplies.
6. Respond to emergency incidents and assume command when necessary; maintain active knowledge of incident command and emergency operations.
7. Foster a safe, respectful, and inclusive workplace culture that promotes training, professional development, and high standards of performance.

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8. Serve as the department's representative to the public, other governmental agencies, and community partners.
9. Ensure departmental compliance with Chapter 75 of the Kentucky Revised Statutes, regulations from the Kentucky Fire Commission, and other applicable standards and legal requirements.
10. Provide regular updates and reports to the Board of Trustees and attend scheduled meetings.

### **Working Conditions**

1. This is an exempt, salaried position.
2. Work hours are generally Monday through Friday, with the expectation of availability during nights, weekends, and holidays for emergencies, meetings, or special events.
3. The Fire Chief must be able to respond to emergency incidents, which may involve physically demanding conditions and exposure to hazardous environments.
4. This position requires strong time management skills, flexibility, and a high level of personal and professional integrity.

### **Chain of Command**

The Fire Chief reports directly to the Fire District Board of Trustees and has command authority over all personnel within the fire department structure.

### **Disclaimer**

This job description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties and responsibilities may be modified by the Board of Trustees as administrative and operational needs require.

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### Minimum Qualifications

1. Bachelor's degree (a combination of education and experience may be considered)
2. Minimum of fifteen (15) years of progressively responsible experience in the fire service, including at least five (5) years in a chief officer, or command role.
3. Kentucky Fire Commission Fire Officer II certification.
4. Certification as Firefighter I and II and Hazardous Materials Operations-level certification.
5. Valid Kentucky driver's license with an acceptable driving record.
6. Demonstrated experience in personnel management, supervision, and organizational leadership.
7. Experience preparing and administering departmental budgets and managing public resources.
8. Demonstrated knowledge of incident command systems, emergency operations, fire prevention, risk reduction, and emergency medical services administration.
9. Ability to pass a comprehensive background investigation, reference check, and pre-employment requirements established by the Board of Trustees.
10. Ability to establish and maintain effective working relationships with elected officials, employees, volunteers, community stakeholders, and partner agencies.
11. Must live within a 30-minute response to the Fire District boundary.
12. High school diploma or GED required.

### Desired Qualifications

1. Associate's, Bachelor's, or Master's degree in Fire Science, Public Administration, Business Administration, Emergency Management, Organizational Leadership, or a related field.
2. Kentucky Fire Commission Fire Officer III certification.
3. Executive-level professional credentials such as:
  - a. Chief Fire Officer (CFO)
  - b. Executive Fire Officer (EFO)
  - c. Certified Fire Executive (CFE)
  - d. Certified Public Manager (CPM)
  - e. Certified Emergency Manager (CEM)
4. Experience leading a combination fire department consisting of career and volunteer personnel.
5. Proven success in strategic planning, organizational change management, and culture development.
6. Experience working directly with boards, elected officials, municipal governments, and community organizations.

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7. Demonstrated success in grant management, capital improvement projects, apparatus acquisition, and facility planning.
8. Experience improving ISO ratings, accreditation initiatives, or performance-based organizational programs.
9. Experience with succession planning, leadership development, and officer mentoring programs.
10. Strong public communication skills with experience representing an organization before community groups, media outlets, and governmental bodies.
11. Experience with intergovernmental collaboration, mutual aid systems, and regional emergency management initiatives.