

An Ordinance of City of Harrodsburg, Kentucky, revising the "Personnel Ordinance Classification, Compensation Plan and Personnel Policies and Procedures."

WHEREAS, the City Commissioners desire to create the position classification of "Sergeant", for the Harrodsburg Fire Department.

NOW, THEREFORE, be it ordained by the Board of Commissioners of the City of Harrodsburg, the above Ordinance is amended to read as follows:

Amended classification known as "Sergeant", described as follows:

Class Title

Sergeant

Grade 23

Characteristics of the Class

Under general administrative direction from the Lieutenant, Captain, Assistant Chief and/or Chief, performs activities necessary for firefighting and provision of emergency medical services. In the absence or indisposition of the Captain and/or Lieutenant may serve as shift commander and direct supervisor of personnel on the assigned shift. The Sergeant will ensure safe transportation of fire department personnel and equipment to and from fire scenes.

Examples of Duties or Responsibilities of the Classification

Consistent with specific responsibilities assigned by the Assistant Chief, Captain and/or Lieutenant, performs duties related to prevention/control of fires. Assists with proper implementation of departmental operating procedures. On the emergency scene and when in a supervisory role will carry out orders, written or verbal which assist in making determinations concerning appropriate response. Supervises and participates in firefighting activities, including but not limited to, driving departmental vehicles to emergency scenes, connection and use of hoses, use of ladders, removing persons from danger and related cleanup operations. When in a supervisory role supervises and directs cleaning, maintenance and repairs or quarters, equipment and apparatus. Prepares required logs and reports, maintains necessary records regarding departmental activities and personnel. Attends required training. Performs related duties as required.

Typical Working Conditions

Depending on the duties being performed, activities may be in office, at the station or at the scene of fires or at the location of an emergency medical response. Must respond to calls in all weather conditions and in any type of terrain. Position requires that the employee be able to perform extremely strenuous activities for long periods of time. In addition to weight of protective equipment, must be able to carry weights of hundred and fifty (150) in rescue situations. Extreme mental stress due to personnel danger or danger to others may also occur due to the nature of the emergency response.

MINIMUM QUALIFICATIONS

Training and Experience

Must be at least eighteen (18) years of age and a graduate of an accredited high school or equivalent (GED), supplemented by 2 years of experience. A bachelor's degree in a relative field of study may be substituted for up to three (3) years of required firefighting experience. KY 400 level career Firefighter certification. Completion of initial training and maintenance of annual in-service training requirements at a school or method certified by the Commission on Fire Protection Standards and Education (KRS 95A.230).

Special Licensing Requirements

Valid Driver's License

Special Knowledge, Skills and Abilities

Thorough knowledge of modern firefighting principles, practices, methods and equipment. Thorough knowledge of Kentucky fire code and departmental rules and regulations. Comprehensive knowledge of statutes and regulations governing the operation of fire departments. Comprehensive knowledge concerning the operations and maintenance of fire vehicles, equipment and related apparatus. Knowledge of, or ability to learn, the geography of the city, including the location of streets and roads, hydrants and the locations/interior design of major buildings. Ability to analyze emergency situations and develop timely, efficient and reasonable courses of action. Considerable knowledge of first aid principles and skill in their application. Ability to endure high stress situations associated with firefighting. Ability maintain discipline and respect of subordinates and to commend employees effectively. Supervisory skills, with ability to establish and maintain effective working relationships with employees, city officials and the general public. Knowledge of fire prevention techniques, with ability to relate this information to citizens, schools and civic organizations through educational programs. Ability to develop and maintain accurate records and reports as required by state and local statutes and regulations.

Overtime Status

Non-exempt (shall be paid overtime)

This Ordinance shall be effective upon its passage, approval, and publication as required by law.

Passed 1st reading: 4/28/14

Passed 2nd reading: 5/12/14

Published: 6/25/14

Eddie Long
Eddie Long, Mayor
City of Harrodsburg

Attest:
Kim Stinnett
Kim Stinnett, City Clerk/Treasurer