

1. The qualifications and responsibilities of the Fire Chief are as follows:

- Fire Chief shall manage the Operation of the Lancaster Fire Department, its various equipment's, and station(s) and shall be responsible for the safekeeping and efficient operation of the Fire Department. The Fire Chief shall designate the storage location of all equipment and shall assist the Mayor and City Council in determining the location(s) of fire houses.
- Fire Chief shall be responsible for the appointment and discharge of any and all volunteer members of the Lancaster Fire Department.
- Fire Chief or his/her designee will drill and train the members of the Lancaster Fire Department and will be present at fires and direct the operations of the department.
- Fire Chief or his/her designee shall drill the members on a regular basis in the method of modern fire practice and procedure.
- Fire Chief shall maintain good efficiency of the Fire Department.
- Fire Chief shall recommend to the City Council insurance for members of the department against acts, failure to act, or such other claims regarding the performance of their duties of the Lancaster Fire Department.
- Fire Chief or his/her designee shall keep and maintain records at the Lancaster Fire Department headquarters and inventory list of all property belonging to the City of Lancaster and Fire Department.
- Fire Chief or his/her designee shall keep or maintain a daily record, in which shall be entered all fire department matters in the order which they occur, including the names of members reporting to fires, the names of members reporting to drills, relevant data concerning fires, supplies purchased, and other relevant facts relating to the operations of the Fire Department.
- Fire Chief or his/her designee shall be present at meetings of the City Council when requested by the Mayor or Council.

2. The Fire Chief or his/her designee shall be authorized to make applications for any and all available grants, incentive programs or any financial aid of any nature whatsoever that may be available through any and all governmental agencies.
3. The Fire Chief shall have the legal authority at fire scenes or other emergency locations.
4. The Fire Chief shall prepare and submit financial budgets, project budgets and similar financial documentation to the Mayor and City Council when requested and shall assist in the determination of fire origin and cause.
5. The Fire Chief shall:
 - be a graduate of an accredited high school
 - possess a valid driver's license as issued by the Commonwealth of Kentucky
 - possess a valid certificate of firefighter issued by the Commission of Fire
 - have at least ten (10) years fire fighting experience.
 - have at least five (5) years officer's tenure.
- A. The Fire Chief shall maintain special knowledge and skills, including, but not limited to knowledge of the street systems and physical layout of the City, ability to learn a variety of firefighting duties and methods, the ability to perform arduous tasks under adverse conditions, some ability to perform mechanical work involved in operating and maintaining firefighting apparatus, equipment and tools and the ability to supervise volunteers and full time or part time firefighters.
6. The position of Fire Chief of the City of Lancaster is a supervisory, stipend position, in the amount of \$18,600 per year.
7. The Fire Chief shall be appointed under the terms and conditions of KRS 83A.080.2(e) Non-elected Volunteer Fire Chief with council approval.

Application for Employment

PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

Personal Information

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN

Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				