



City of Carthage, Missouri
**COMMITTEE ON
INSURANCE/AUDIT AND CLAIMS**

May 27, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of May 13, 2025 Minutes
 2. Review & Approval of the Claims Report
- 3. Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and Discuss changes to the Taxi Driver job description
 2. Consider and Discuss Employment Records Policy
 3. Consider and Discuss revised organizational structure for Fire Department
 4. Consider and Discuss changes to the Deputy Fire Chief job description
 5. Consider and Discuss Fire Training Chief job description
 6. Consider and Discuss Battalion Chief job description
 7. Staff Reports
- 5. Adjournment**

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

May 13, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Lori Leece, Derek Peterson, Ron Wells, Kate Gilpin joined the meeting at 5:34 pm

OTHER COUNCIL MEMBERS: Jana Schramm, Mayor Flanigan

STAFF PRESENT: City Administrator Traci Cox, City Clerk Miranda Deal, and IT Administrator Michael Keith

Chair Lori Leece called the meeting to order at 5:30 pm.

2. Old Business

1. Approval of April 22, 2025 Minutes

ACTION: Motion to accept/approve item 2.1. by Derek Peterson;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Ron Wells;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

3. Consider and discuss broker agreement with Ollis/Akers/Arney

Ms. Cox reported that our current broker is Higganbotham and they did not submit a complete RFP, Ollis/Akers/Arney did complete the RFP. The commission for Ollis/Akers/Arney will be paid by MPR directly to them.

ACTION: Motion to forward to council for approval. by Derek Peterson;
Motion passed with a 3:0

AYES: Lori Leece, Derek Peterson, Ron Wells

3. Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

4. New Business

1. Consider and discuss banking services agreement with Guaranty Bank
Ms. Cox reported that the last time the banking bids were sent out was during COVID, and it was awarded to Simmons bank and when they shut down the local branch, we switched to the next highest interest rate offered which was Guaranty Bank. Guaranty Bank did come back the highest bid this time around, and the City has been happy with their services the last 5 years. Staff recommendation is to stay with Guaranty Bank who offered a rate of the T Bill plus .10% for the interest rate.

ACTION: Motion to forward the agreement to council for approval by Ron Wells

Motion passed with a 4:0

AYES: Lori Leece, Derek Peterson, Kate Gilpin, Ron Wells

2. Staff Reports

Ms. Cox reported that the budget has been a huge task and has been taking up most of everyone's time lately.

5. Adjournment

ACTION:	Motion to Adjourn at 5:39 pm by Ron Wells
	Motion Passed with a 4:0
AYES:	Lori Leece, Derek Peterson, Kate Gilpin, Ron Wells

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Police
POSITION TITLE: Taxi Driver

SALARY GRADE: PA
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Drives a taxicab to transport passengers for a fee. Picks up passengers in response to radio or telephone relayed request for service providing a safe and courteous environment for citizens during transport.

SUPERVISION RECEIVED:

Under general supervision of the Administrative Sergeant. Incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Familiar with city streets and addresses.
2. Knowledge of City, State and local traffic ordinances.
3. Ability to conform to Police Department rules and regulations.
4. Maintain a clean and safe vehicle.
5. Perform basic monetary transactions and keep records of same.
6. Ability to operate transportation vehicle while obeying all traffic laws.
7. Communicate and interact well with the public.
8. Operate vehicle radios and phones.
9. Ability to work with handicapped persons or equipment.
10. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Extensive knowledge of the operations and features of assigned vehicle(s); general driving skills and knowledge of traffic laws; skills in reasoning and interpreting policies and procedures, maps, and route directions; and ability to administer First Aid and CPR. General knowledge of geography of the City including business sections.

Abilities: Ability to drive a multi-passenger vehicle safely and appropriately, including ability to read and interpret road signs in English; ability to read, understand, and adhere to the rules regulations of the Federal, State and Local governments. Ability to recognize vehicle maintenance needs; to perform minor vehicle repairs; to communicate effectively orally and in writing; to establish effective professional relationships with customers, co-workers, and upper level staff and employees. Reflect a positive image with the public. Ability to pass a pre-employment and random drug screens as required by the Department of Transportation.

Experience, Education and Training: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A

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typical way to obtain the knowledge and abilities would be: Experience: Sufficient training and experience to demonstrate the knowledge and abilities listed above. Education: High school diploma or (HSE Equivalency Credential) preferred. Must be a minimum of 21 years of age, and possess and maintain a safe driving record.

Physical Requirements: Must be able to operate a motor vehicle. Must be able to physically assist the transportation of handicapped persons. Must be able to assist with luggage, parcels and other items being transported. The employee may frequently exert or lift at least 25 pounds.

Licenses and Certificates: Possession of or ability to maintain a current valid Missouri Class E chauffeur's license; to maintain a functioning telephone at place of residence.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Employee is scheduled to work up to 56 hours during the bi-weekly period. Specific hours to set by supervisor or Department Head.

Overtime: The city provides overtime or compensatory time off pursuant to the Fair Labor Standards Act. No overtime is required for this position.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____

Date:



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Employment Records Policy

The City of Carthage is required by law to maintain certain employment records for all employees. These records are the property of the City and shall be maintained in a secure and confidential manner.

All employees must notify their supervisors or Department Directors within ten (10) days of any changes to their:

- Current address
- Legal name
- Telephone number
- Marital status
- Number of income tax deductions
- Insurance beneficiaries
- Emergency contact information

Personnel Files

All official personnel files shall be kept confidential and securely maintained at City Hall. Access to personnel files is restricted to:

- Human Resources
- Department Heads
- City Administrator
- Mayor (access to Officers of the City only)

Employees may review their personnel file by making a written request to Human Resources either in writing or email. Within ten (10) days of the request, the City will make the records available for inspection. All personnel file reviews must be conducted in the Human Resources Director's office in the presence of the Human Resources Director. Employees are not permitted to take or modify any document or other item contained in their employment file. Employee records shall not be disseminated outside of the organization unless required by a court order requesting the documents.

Medical Records

Employee medical records shall be maintained separately from general employment records to ensure confidentiality. These records will be securely housed in the Human Resources Director's office.

Access to medical records is restricted to:

- The Human Resources Director

- Department Heads and the City Administrator, only on a **need-to-know** basis

The City of Carthage is committed to protecting the privacy and confidentiality of all employee records in accordance with applicable laws and regulations.

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Fire
POSITION TITLE: Deputy Chief/Fire Marshal

SALARY GRADE: MPS
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

Provides overall management of both emergency and non-emergency functions on an assigned shift. Directs operations of all on duty operating forces of the Fire Department. Serves as commander for significant fire, rescue, hazardous materials, and emergency management incidents. Serves as a member of the department's management team in recommending policies, procedures and budgetary matters. Coordinates or directs one of these areas of Department Responsibility: Prevention, Support Services, and Training.

SUPERVISION RECEIVED AND EXERCISED:

Under general direction of the Fire Chief, supervises and directs professional, technical, or support staff within the department, either directly or indirectly through supervisors as assigned. Oversees the Training and certification of fire department members within the scope of community need and personnel capabilities.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Directly responsible for fire and emergency operations. Directs operations for fire suppression, rescue and other services provided by the department.
2. Directly responsible for all records and record keeping pertaining to the department.
3. Provides leadership and personnel management for departmental personnel. Makes recommendations concerning discipline and termination.
4. Ensures understanding, compliance and support with departmental policies and standard operating procedures.
5. Responds to as well as serves as Incident Commander for significant fire, emergency medical, rescue, hazardous materials, and emergency management incidents.
6. Ensures continuity of company operations for effective operations and use of departmental resources.
7. Performs various administrative duties, including completing evaluations, conducting scheduling, reviewing reports and preparing memorandums and correspondence of the department.
8. Serves as a member of the department's management team regarding policies, standard operating procedures and budgetary issues.
9. Interacts with other departments, districts cities and committees.
10. Instructs and trains personnel in department operations, management changes, and new procedures.
11. Manages the allocation of resources, including personnel, equipment, and apparatus for the continuing operation of the department.
12. Manages one or more administrative areas in the operation of the fire department.
13. Assumes duties of the Chief during his absence which may include coordinating all City Departments and operations during city-wide emergencies and disasters.

14. Coordinates with contractual service personnel for repair and maintenance of buildings, equipment, and groups
15. Attend departmental training programs to maintain knowledge of fire and emergency management.
16. Shall be the Chief enforcement officer for the enforcement of codes, ordinances and regulations of the Fire Department and shall have the power to sign complaints before any court or other proper authority for the violation of any City code, ordinance or regulations as related to the Fire Department.
17. Shall upon reviewing and approving building plans, keep records of all permits written, permits issued, and fees collected.
18. Shall inspect or direct to be inspected, all public commercial buildings and occupancies to ascertain compliance with all appropriate buildings, fire prevention, and life safety codes.
19. Shall cause to be prepared, plans for buildings in the City that provide conditions that would be hazardous to the general public and firefighters in time of emergency.
20. Shall be responsible for making routine rough and final inspections of new construction in the City to ensure that such construction is according to code and approved plans.
21. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the Supervisor or Fire Chief.

QUALIFICATIONS REQUIRED:

Knowledge: Extensive knowledge in training techniques, drills and testing; fire behavior and characteristics; firefighting techniques, practices and standards; Fire Department policies and procedures; all department vehicles and equipment capabilities, as well as minimal knowledge of vehicle and power; tool mechanics and operation; motivational skills pertinent to career personnel; emergency medical techniques, practices and standards; grant writing techniques and procedures; and all emergency management principles.

Abilities: Ability to follow verbal and written instructions; analyze situations quickly and make decisions regarding the management of emergency situations; work effectively as part of the management team; research and evaluate programs to meet department training needs; prepare concise state and departmental records and reports; identify problem areas and make recommendations; communicate effectively, both orally and in writing; manage budget within assigned division; ability to interact professionally with subordinates, superiors, public, and outside associates in an effective manner; ability to perform all physical tasks necessary to complete all necessary requirements in both emergency and non-emergency conditions; ability to execute fire and disaster plans under emergency and hazardous conditions; perform proficiently all facets of fire service including suppression; effectively schedule, assign and evaluate work of subordinates; assist in the preparation of departmental budget, policy and regulation recommendations.

Experience, Education and Training: Any combination and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be **Experience:** At least Ten (10) years in the fire service with Five (5) years with the Carthage Fire Department in a supervisor or acting supervisor position with the Department. **Education:** Must have FF I-II certification. Must either have or be willing to attain certification as a Fire Services Instructor, Fire Officer I and II, and either Fire Service

Investigator or Fire Service Inspector within 3 years of accepting the appointment. Advanced Fire Service Instructor certifications are encouraged (Currently Instructor 2,3, and 4 are available options). .

Physical Requirements: Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 100 pounds. The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field. Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, near risk of electrical shock and/or vibration.

Licenses and Certificates: Possession of or ability to maintain an appropriate valid Missouri driver's license; certification and training requirements as specified by State Statutes; IFSAC Firefighter I & II or equivalent certification; Fire Service Instructor and Fire Officer I & II.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Shifts may be adjusted pursuant to the discretion of the Chief and/or Deputy Chief depending on departmental and community needs. Employee is scheduled to work 80 hours during the bi-weekly work period. Additional hours may be required to attend fires and/or emergency situations and meetings

LIMITATIONS AND DISCLAIMER:

The above description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____ Date: _____



Revised March 2009

**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Fire
POSITION TITLE: Training Chief

SALARY GRADE: KPS
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Provides overall management of both emergency and non-emergency functions on an assigned shift. Directs operations of all on duty operating forces of the Fire Department. Serves as commander for significant fire, rescue, hazardous materials, and emergency management incidents. Serves as a member of the department's management team in recommending policies, procedures and budgetary matters. Coordinates or directs one of these areas of Department Responsibility: Prevention, Support Services, and Training.

SUPERVISION RECEIVED AND EXERCISED:

Under general direction of the Fire Chief, supervises and directs professional, technical, or support staff within the department, either directly or indirectly through supervisors as assigned. Oversees the Training and certification of fire department members within the scope of community need and personnel capabilities.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Directly responsible for all operations of the training division.
2. Directly responsible for the drafting of policy and procedures, as related to the training division, for Fire Chief approval.
3. Directs training for fire suppression, rescue and other services provided by the Fire Department.
4. Directly responsible for all records and record keeping pertaining to the training division.
5. Provides leadership and personnel management for Fire Department personnel.
6. Directly responsible for the development and delivery of changes necessitated by changes to Fire Department policies or standard operating procedures.
7. Responds to, as well as serves in the capacity of Incident Commander for significant Fire, emergency medical, rescue, hazardous materials and emergency management incidents as prescribed by the Fire Chief.
8. Directly responsible for consistent, uniform training throughout the Fire Department.
9. Shall serve under the direction of the Fire Chief.
10. Functions as the Fire Department Safety Officer at all incidents.
11. Performs all other related duties as assigned by the Fire Chief.
12. Shall attend all Officers meetings and report on activities of the training division.
13. Shall work closely with the Deputy Chief/Fire Marshal in forming a training program for fire crews in inspection activities, fire prevention and public education.
14. Serves as a member of the Fire Department's management team in the recommendation, development and administration of policies, procedures, and

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- departmental budget.
15. Carries out any other duties as are within the scope, spirit, and purpose as directed by the supervisor or Fire Chief.

QUALIFICATIONS REQUIRED:

Knowledge: Extensive knowledge in training techniques, drills and testing; fire behavior and characteristics; firefighting techniques, practices and standards; Fire Department policies and procedures; all department vehicles and equipment capabilities, as well as minimal knowledge of vehicle and power; tool mechanics and operation; motivational skills pertinent to career personnel; emergency medical techniques, practices and standards; grant writing techniques and procedures; and all emergency management principles.

Abilities: Ability to follow verbal and written instructions; analyze situations quickly and make decisions regarding the management of emergency situations; work effectively as part of the management team; research and evaluate programs to meet department training needs; prepare concise state and departmental records and reports; identify problem areas and make recommendations; communicate effectively, both orally and in writing; manage budget within assigned division; ability to interact professionally with subordinates, superiors, public, and outside associates in an effective manner; ability to perform all physical tasks necessary to complete all necessary requirements in both emergency and non-emergency conditions; ability to execute fire and disaster plans under emergency and hazardous conditions; perform proficiently all facets of fire service including suppression; effectively schedule, assign and evaluate work of subordinates; assist in the preparation of departmental budget, policy and regulation recommendations.

Experience, Education and Training: Any combination and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be **Experience:** At least Ten (10) years in the fire service with Five (5) years with the Carthage Fire Department in a supervisor or acting supervisor position with the Department. **Education:** Must have FF I-II certification. Must either have or be willing to attain certification as a Fire Services Instructor, Fire Officer I and II, and either Fire Service Investigator or Fire Service Inspector within 3 years of accepting the appointment. Advanced Fire Service Instructor certifications are encouraged (Currently Instructor 2,3, and 4 are available options).

Physical Requirements: Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 100 pounds. The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field. Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, near risk of electrical shock and/or vibration.

Licenses and Certificates: Possession of or ability to maintain an appropriate valid Missouri driver's license; certification and training requirements as specified by State Statutes; IFSAC Firefighter I & II or equivalent certification; Fire Service Instructor and Fire Officer I & II

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Shifts may be adjusted pursuant to the discretion of the Chief and/or Deputy Chief depending on departmental and community needs. Employee is scheduled to work 80 hours during the bi-weekly work period. Additional hours may be required to attend fires and/or emergency situations and meetings

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act. Overtime is required for the position.

LIMITATIONS AND DISCLAIMER:

The above description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____ Date: _____



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Fire
POSITION TITLE: Battalion Chief

SALARY GRADE: KPS
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

Provides overall management of both emergency and non-emergency functions on an assigned shift. Directs operations of all on duty operating forces of the Fire Department. Serves as commander for significant fire, rescue, hazardous materials, and emergency management incidents. Serves as a member of the department's management team in recommending policies, procedures and budgetary matters. Coordinates or directs one of these areas of Department Responsibility: Prevention, Support Services, and Training.

SUPERVISION RECEIVED AND EXERCISED:

Under general direction of the Deputy Fire Chief/Fire Marshal, supervises and directs professional, technical, or support staff within the department, either directly or indirectly through supervisors as assigned, of one of three shifts in fire operations and services and perform fire suppression and emergency medical services duties.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Provides leadership and personnel management for assigned shift. Makes recommendations concerning discipline and termination.
1. Ensures understanding, compliance, and support with department policies and standard operating procedures for shift personnel.
2. Serves as Incident Commander for significant fire, emergency medical, rescue, hazardous materials, and emergency management incidents.
3. Serves as immediate supervisor for assigned company operations to ensure effective operation of the department.
4. Performs various administrative duties including completion of evaluations, conducting extensive scheduling, reviewing reports, and preparing memorandums and correspondence for the department.
5. Serves as a member of the department's management team regarding policies, standard operating procedures, and budgetary.
6. Instructs and trains shift personnel in department operations, management changes, and new procedures.
7. Maintains skills in all operation areas of a lower rank within department.
8. Assumes duties of the Chief during his absence which may include coordinating all City Departments and operations during city-wide emergencies and disasters.
9. Maintains all records in accordance with state regulations and testifies in court as custodian of documents.
10. Coordinates with contractual service personnel for repair and maintenance of buildings, equipment and groups.
11. Attends departmental training programs to maintain skills and knowledge of fire and

- emergency management.
13. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Considerable knowledge of current personnel administration, labor-management, and supervisory practices and techniques; technical aspects affecting fire control such as travel of fire, flame propagation, fire behavior, and effects of fire spread in building construction; current practices, methods, techniques and regulations pertaining to employee selection, evaluation, and discipline; issues and problems encountered in employee relations, labor relations, human relations, and customer service; full range of safety regulations, workplace safety awareness programs, accident prevention programs, and hazard identification, mitigation, and avoidance program; fire department operations, fire prevention, fire inspection, arson investigation, emergency/disaster preparedness, emergency medical services, and public safety education; codes and ordinances affecting firefighter safety, fire safety and engineering, fire protection systems and laws pertaining to the crime of arson.

Abilities: Ability to execute fire and disaster plans under emergency and hazardous conditions; perform proficiently all facts of fire service including suppression; effectively schedule, assign and evaluate work of subordinates; assist in the preparation of departmental budget, policy and regulation recommendations; tactfully deal with City and department staff members at all levels, the general public, developers, and business owners regarding service delivery issues, complaints, discipline, performance evaluations, policies, code requirements, compliance and violations; effectively assume fire incident command; understand, use, and apply management and administrative information systems, technical manuals, policies, guidelines, and procedures; to make sound decisions and use good judgement in both routine and emergency situations; communicate effectively using a variety of methods and in a variety of settings and situations with the public, senior management, employees at all organization levels, administrators, and officials.

Experience, Education and Training: Any combination and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** At least seven (7) years with the Carthage Fire Department in a supervisor or acting supervisor position with the Department. **Education:** Must have either FF I-II certification. Must either have or be willing to attain certification as a Fire Services Instructor, and either Fire Service Investigator or Fire Service Inspector within 3 years of accepting the appointment. Must also attend classes from the State of Missouri in Emergency Management and be willing to attend courses in supervision and management.

Physical Requirements: Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 100 pounds. The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field. Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals, near risk of electrical shock and/or vibration.

Licenses and Certificates: Possession of or ability to maintain an appropriate valid

Missouri driver's license; certification and training requirements as specified by State Statutes; Firefighter I & II or equivalent certification;

SPECIAL REQUIREMENTS:

Schedule: Typical work hours are 56 hours per week. The "normal work period" for Fire Department shift personnel is 28 days consisting of 212 (rounded) hours at regular rate during the "normal work period." Battalion Chiefs will be required to report at shift change (06:30 hours) when they are on duty and may respond from their residence after 18:30 hours when station staffing allows (currently 4 at Station 1, 3 at Station 2)

LIMITATIONS AND DISCLAIMER:

The above description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____ Date: _____

