

RESOLUTION NO. 47-2017

Amending the Position Description for Fire Chief.

WHEREAS, City Council wishes to amend the position description for the position of Fire Chief; and,

WHEREAS, it is necessary to amend the position description for the position of Fire Chief to properly reflect the duties of this position;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position of Fire Chief (Class Specification No.180) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted July 17, 2017

/s/ Bonnie D. Michael
President of Council

Attest

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: Fire Chief	CLASS: No. 180
Department: Division of Fire and Emergency Medical Services	
Date: July 17, 2017	
Reports To: City Manager/Safety Director	Updated: 2017

General Statement of Duties

The Fire Chief leads and directs the Worthington Division of Fire & Emergency Medical Services. It is a highly responsible managerial position with responsibility for managing the various functions of the Division by developing community risk management strategies, planning and implementing policies, recommending strategies, training and evaluating personnel, and preparing and monitoring budgets. The Fire Chief serves as liaison with the community and community groups, and other fire/EMS service agencies.

The Fire Chief shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. The Fire Chief shall be committed to the mission, vision and values of the City and the Division of Fire and EMS and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Fire Chief shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Essential Functions of the Position:

- Plans, organizes, directs and evaluates all Division of Fire and EMS programs, service delivery, and staff.
- Plans, develops and implements Division strategic goals, objectives, policies, procedures, and guidelines; ensures compliance with Federal, State and local laws.
- Performs research, analyzes findings, prepares recommendations, and reports on the effectiveness and efficiency of Division operations, including evaluating

community risk management needs; recommending modification of Division operations to meet new or changed needs.

- Prepares, administers and monitors the Division budget.
- Provides high standards of customer service, and promotes responsive relationships both within the organization and the community resolving the most sensitive or complex complaints or problems.
- Coordinates Division activities with those of other internal and outside agencies.
- Prepares and presents reports to the City Manager.
- Assists in developing and maintaining the City's Emergency Operations Plan; supervises emergency management activities including preparedness, response, recovery, and mitigation and assures readiness of Emergency Operations Center.
- Responsible to develop and oversee fire and EMS data and records management
- Responds to and may direct activities or assume command at the scene of major incidents or disasters.
- Assesses community risk management needs; investigates new methods, technologies and programs to improve current levels of service.
- Develops and implements short and long-range goals for the Division; establishes priorities for the improvement of all Division of Fire and EMS services.
- Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.
- Oversees establishment, planning, and supervision of the employee training and staff evaluation programs including supervising, scheduling, training, directing, counseling, disciplining and evaluating subordinates. Enforces disciplinary measures when necessary.
- Makes all personnel assignments within the Division of Fire and EMS.
- Makes recommendations to the City Manager for the appointment, promotion, suspension or dismissal of others.
- Participates in and attends meetings of Fire Chiefs, fire service professional organizations, task forces, and regional, state and federal agencies or associations.
- Stays current with contemporary principles and practices for fire command, operations, administration, EMS trends, leadership and other topics important to the operations of the Division of Fire & EMS by attending training and conferences.

Knowledge, Skills and Abilities

- Comprehensive knowledge of contemporary principles and practices for fire command, operations; and fire and EMS administration, including leadership ability and strategic planning experience.

- Thorough knowledge of general municipal operations and local government practices and procedures including public sector procurement procedures.
- Thorough knowledge of management principles and practices necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures, and the various all-risk injury and life safety practices.
- Thorough knowledge of principles and practices of public administration and personnel management.
- Demonstrated knowledge of Federal, state, and local laws, codes, regulations, and standards governing the delivery of fire and EMS services.
- Thorough knowledge of budget planning, development, and monitoring practices.
- Ability to supervise, train, and develop employees effectively.
- Ability to plan, organize, direct, and coordinate Division operations, and motivate organizational units to meet the division objectives and various operations.
- Ability to define problem areas; direct the collection, interpretation, and evaluation of data and development of sound solutions to technical and administrative fire service problems.
- Ability to establish and maintain effective working relationships with the public, businesses, City officials, and other City employees.
- Ability to prepare and administer a municipal fire and EMS operational budget.
- Ability to communicate effectively through oral presentations and written reports.
- Communicate and demonstrate support for the City's and Division's mission, vision and values.
- Strong oral, written, public presentation and interpersonal skills.

Minimum Requirements of the Position:

Possession of a Bachelor's degree from an accredited four-year college or university with a major in fire science, management, public or business administration or a related field required. Master's degree in public administration preferred.

Graduate of the Executive Fire Officer Program (EFOP) at the National Fire Academy or Ohio Fire Executive (OFE).

Ten (10) years of progressively responsible command and management experience in a comparably sized municipal fire department, including five years of management responsibility as Deputy Fire Chief, Assistant Fire Chief, and/or Fire Chief. One year as Assistant Fire Chief or Acting Fire Chief for the City of Worthington. Current Paramedic certificate, or past experience as a Paramedic.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 47-2017; Effective July 17, 2017