

RESOLUTION NO. 69-2017

Amending the Position Description for Assistant Fire Chief.

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

WHEREAS, it is necessary to amend the position description for the position of Assistant 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 Assistant Fire Chief (Class Specification No.181) 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 November 20, 2017

/s/ Bonnie D. Michael
President of Council

Attest

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

| | |
|--|-----------------------|
| POSITION TITLE: Assistant Fire Chief | CLASS: No. 181 |
| Department: Safety/Division of Fire and EMS | |
| Date: November 20, 2017 | Title Revised: 2013 |
| Reports To: Deputy Director of Safety/Fire Chief | Updated: 2015 |

General Statement of Duties

This management position assists the Fire Chief in managing the programs and services of the Worthington Division of Fire and EMS. The Assistant Chief performs Division administrative, educational and training functions and other duties as assigned by the Fire Chief or designee.

The Assistant Chief also fulfills the duties of the Fire Chief in his or her absence.

Essential Functions of the Position:

Assists the Fire Chief in managing programs and services of the Division; assists the Chief with determination and implementation of the Division's priorities and goals; participates in the budget process and control of Fire Division expenditures.

Administers and evaluates effectiveness of departmental training, safety and incident critique programs; Analyzes work activity reports and others performance; establishes work priorities, goals and objectives.

Actively participates in the employment and promotion process for staff members. Interviews and tests applicants and employees for knowledge, physical agility and fitness; trains and develops personnel; disciplines Division employees pursuant to chain-of-command; participates in the planning and implementing of the Division's training programs; assists and advises subordinates on technical matters.

Supports and assists the Division's fire prevention plan review, inspections and public fire safety education programs; presents programs to the community on safety, emergency medical, hazardous materials, fire prevention, and other related subjects.

In conjunction with the Fire Chief, supervises all Division operations and personnel.

May respond, direct, and command emergency calls for fire suppression, rescue, hazardous material, environmental control, and life-support incidents; may serve as Incident Commander at fire, haz-mat and EMS alarms; supervises the actions of subordinates during emergency and non-emergency operations; supervises fire, emergency medical, hazardous materials and other operations.

May represents the Division at City and Community meetings and other functions.

Investigates Fire/EMS related citizen complaints.

Assumes the duties and exercises the authority and responsibility of the Fire Chief in his/her absence.

Establishes and maintains effective working relationships with other employees, officials and the general public.

Is responsible for the operation and maintenance of all Division buildings, apparatus, and equipment; inspects personnel, equipment and station and maintains discipline.

Operates computer, software and information management systems, radio and other communication equipment.

Drafts and distributes news releases and public service announcements and drafts standard operating procedures for review.

Follows and assures compliance with protocols, policies, procedures and directives.

Completes other duties as assigned by the Chief or designee.

Knowledge, Skills and Abilities

Ability to implement, read, understand, and enforce policies, procedures, directives, signs, maps and directories.

Ability to direct emergency operations.

Experience with Fire Service and EMS training program management.

Ability to communicate verbally and in writing.

Ability to operate a motor vehicle.

Ability to cope with stressful situations.

Ability to perform all duties effectively in stressful high-pressure environments; perform duties in extreme weather conditions.

Ability to create and implement standard operating procedures, orders, memos, and other Division directives as necessary.

Ability to be medically certified for respirator use.

Minimum Requirements of the Position:

Minimum two years of leadership experience at an officer level and 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. Preferred qualifications include a current Ohio Paramedic card or at least ten-years of paramedic experience, Fire Officer II level, Fire Instructor, and a minimum of ten years of active fire service with a demonstrated community-focused Fire/EMS service. The selected candidate must possess or obtain a current State of Ohio Firefighter II certification as well as possess or obtain a valid Ohio driver's license. The selected candidate will be expected to achieve Executive Fire Officer designation through the National Fire Academy's Executive Fire Officer Program or the Ohio Fire Executive Program within a time period determined by the Fire Chief.

WORKING CONDITIONS

While performing the duties of the job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; and risk of radiation. The noise level in the work environment is usually very loud.

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. 69-2017; Effective November 20, 2017