

RESOLUTION NO. 18-2020

Amending the Position Descriptions for Deputy  
Director of Safety/Fire Chief and Assistant Fire  
Chief.

WHEREAS, City Council wishes to amend the position descriptions for the positions of Deputy Director of Safety/Fire Chief and Assistant Fire Chief; and,

WHEREAS, it is necessary to amend the position descriptions to properly reflect the duties of these positions;

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 Deputy Director of Safety/Fire Chief (Class Specification No. 180) as per the description attached hereto be and the same is hereby amended.

SECTION 2. 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 3. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted March 9, 2020

/s/ Bonnie D. Michael  
President of Council

Attest

/s/ D. Kay Thress  
Clerk of Council

***CITY OF WORTHINGTON***  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Deputy Director of Safety/Fire Chief	<b>CLASS:</b> No. 180
Department: Safety	
Date: March 9, 2020	Title Revised: November 2017
Reports To: City Manager/Safety Director	Updated: 2017

### **General Statement of Duties**

The Deputy Director of Safety/Fire Chief (Fire Chief) leads and directs the 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 or related field preferred. Five or more years of progressively responsible command and management experience in a comparably sized municipal fire department, including at least one year of management responsibility as a Deputy Fire Chief, Assistant Fire Chief, and/or Fire Chief.

Current Paramedic certificate, or past experience as a Paramedic.

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 City Manager.

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. 18-2020; Effective March 9, 2020

***CITY OF WORTHINGTON***  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Assistant Fire Chief	<b>CLASS:</b> No. 181
Department: Safety/Division of Fire and EMS	
Date: March 9, 2020	Title Revised: 2013
Reports To: Deputy Director of Safety/Fire Chief	Updated: 2017

### **General Statement of Duties**

This management position assists the Deputy Director of Safety/Fire Chief (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, hazmat 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 of two years of leadership experience at an officer level with the Worthington Division of Fire/EMS 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. State of Ohio Firefighter II certification, current Ohio Paramedic card, Fire Officer II, and a valid Ohio driver's license, required. Preferred qualifications include EMS or Fire Instructor, and a minimum of ten years of active fire service with a demonstrated community-focused Fire/EMS agency.

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.

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