

RESOLUTION NO. 07-2013

Reorganization of the Management Structure of the
Division of Fire and Emergency Medical Services

WHEREAS, City Council wishes to reorganize the management structure of the Division of Fire and Emergency Medical Services in order to better serve the community; and,

WHEREAS, City Council wishes to eliminate the position of Battalion Chief; and,

WHEREAS, City Council wishes to amend Resolutions No. 47-2012 and No. 49-2012 to delete the position of Battalion Chief (Class Specification No. 182); and,

WHEREAS, City Council wishes to amend Resolution No. 47-2012 to include the position of Assistant Chief (Class Specification No. 181) at Range 33; and,

WHEREAS, it is necessary to adopt a position description for the position of Assistant Chief to properly reflect the duties of this position; and,

WHEREAS, Sections 139.10 and 139.11 of the Codified Ordinances of the City of Worthington and the City Personnel Rules and Regulations provide for the promotion and appointment of positions in the classified service of the City by the City Manager, and the City Manager and the Personnel Director have determined it is in the best interest of the City to appoint Guy Kantak as Assistant Chief; and,

WHEREAS, it is the desire of Worthington City Council to recognize the appointment of Guy Kantak as Assistant Chief effective March 4, 2013;

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

SECTION 1. That City Council does hereby eliminate the position of Battalion Chief and amends Resolution No. 49-2012 and Resolution No. 47-2012 to delete the position of Battalion Chief.

SECTION 2. That Resolution No.47-2012 establishing compensation for classified positions in the City be and the same is hereby amended to include the position of Assistant Chief at Range 33.

SECTION 3. That the position description for the position of Assistant Chief (Class Specification No. 181) as per the description attached hereto be and the same is hereby adopted.

SECTION 4. That the appointment by the City Manager of Guy Kantak to the position of Assistant Chief is recognized.

SECTION 5. That the Clerk be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted March 4, 2013

[Signature on File]

President of Council

Attest:

[Signature on File]

Temporary Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: Assistant Chief	CLASS: No. 181
Department: Fire and EMS	
Date: March 4, 2013	Title Revised:
Reports To: Fire Chief	Updated:

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 Department; assists the Chief with determination and implementation of the Department's priorities and goals; participates in the budget process and control of Fire Department 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 re-trains personnel; disciplines Division employees pursuant to chain-of-command; participates in the planning and implementing of the Department's training programs; assists and advises subordinates on technical matters.

Supports and assists the Department'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 Department buildings, apparatus, and equipment; inspects personnel, equipment and station and maintains discipline.

Operates personal computer, 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;

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

Minimum Requirements of the Position:

Bachelor's Degree and a minimum of five years experience as a battalion chief or assistant chief. Possess and maintain a valid Ohio driver's license; Possess and maintain EMT Certification; Possess a current State of Ohio I and II Fire-fighter certification; and Possess and maintain Hazardous Materials Operations level.

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.

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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. 07-2013; Effective March 4, 2013