

# **Seville-Guilford Fire Chief**

## **Guilford Township Job Description**

### **Job Summary:**

Under the limited supervision of the Board of Guilford Township Trustees, performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Supervises employees through subordinate officers, assigns tasks, evaluates performance and personnel actions, provides guidance, direction, and counsels in an effort to improve performance and maintain positive morale. Supervises and conduct the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.

### **Essential Duties and Responsibilities:**

In addition to incident management and EMS functions, additional responsibilities include, but are not limited to, the following:

- Shall serve as the public face of the Fire Department and shall have a visible presence in the community. The Chief may be asked to give presentations and represent the Department and/or Township in front of small groups as well as larger audiences.
- Responsible for the complete operation of the Fire Department.
- Develops and implements programs to assure that the mission of the Fire Department is fulfilled.
- Coordinates Department activities through the implementation of policies and procedures with the Leadership Team.
- Establishes, trains, and develops Department Leadership Team to meet the public safety needs and challenges of Guilford Township.
- Develops the annual operating budget in conjunction with the Guilford Township Board of Trustees and the Township Fiscal Officer. Supervises and coordinates the preparation and presentation of an annual budget for Fire and EMS. Directs the implementation of the departments' budgets, plans for and reviews specifications for new or replaced equipment and controls the expenditure of departmental appropriations.
- Maintains departmental discipline and conduct in accordance with the Guilford Township Employee Handbook.
- Develops plans for fighting fires in buildings and in particular industries and business establishments where chemicals and other stored materials may be an important factor in extinguishing fires; develops forms and procedures for fire prevention inspections.
- Examines plans for proposed buildings and facilities; determines if in compliance with appropriate codes and construction standards, fire safety and other appropriate laws, rules and regulations. Will attend seminars, workshops, training sessions, and other meetings to remain knowledgeable with current fire codes, construction standards, and laws, rules and regulations that apply to the fire division.

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- Prepares and submits reports as necessary.
- Formulates fire department policies, rules, and procedures to ensure proper, effective, efficient operation of the department as well as adherence to all applicable laws, rules and regulations. Maintains records of fire and EMS runs, and submits reports as required by the pertinent governing bodies, investigates or directs the investigation of the causes of fires; reviews reports submitted by subordinate officers concerning various activities of the division; inspects or directs the inspection of all buildings in the community in regard to life safety codes and for the existence of fire hazards. Initiates safety programs in the department, integrates safety engineering principles and accident prevention techniques into work routine, and develops safety policies, rules and regulations. Supervises in-house training programs and recommends outside training necessary to maintain and upgrade knowledge and skills of employees. Maintains detailed training records on each employee.
- Acts as a liaison to other fire departments, law enforcement agencies, citizen groups, and media as a representative of the department. Regularly meet with the Board of Guilford Township Trustees and Township Fiscal Officer, department officers and personnel on all aspects of the Departments' activities.
- Supervises all subordinates under his or her control; i.e., Assistant Chief, Captains, Lieutenants, Firefighters & EMS personnel.
- Attends conferences and meetings to keep abreast of current trends in the field, represents the Fire Departments in a variety of local, county, state and other meetings.
- Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- Responds to alarms and may direct activities at the scene of major emergencies, as required.
- Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for, and recommends the purchase of, new equipment and supplies.

### **Examples of Duties:**

- The Fire Chief shall be administrative in nature and is not responsible for the performance of front-line structural firefighting duties. It is expected that the Fire Chief will assume command or fill a role consistent with Incident Command System and/or National Incident Management System principles.
- The Fire Chief may be required and/or expected to perform duties consistent with his or her level of Emergency Medical Services (EMS) certification, either as part of an EMS crew or in the role of a first responder.

### **Essential Knowledge, Skills and Abilities:**

- Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T.-P

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certification. Have knowledge of applicable laws, ordinances/resolutions, departmental standard operating procedures and regulation.

- Skill in the operation of the tools and equipment.
- Ability to train and supervise subordinate personnel verbally and in writing; exercise sound judgment in evaluating situations and in making decisions; give and receive verbal and written instructions; establish and maintain effective working relationships with other employees, supervisors and the public.
- Ability to present a professional appearance and demeanor.
- Ability to communicate both verbally and in writing.
- Advanced skills and knowledge in emergency medical matters, prevention, community risk reduction, training and personnel management.
- Ability to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. Occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell.
- Ability to frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Minimum Qualifications for Employment:**

#### General Requirements:

- High School Diploma or equivalent. Bachelor's Degree preferred, or an equal combination of education and experience.
- Completion of the Executive Fire Officer Program or Ohio Fire Executive Program preferred.
- Ten (10) continuous years of progressively responsible experience in fire and emergency medical service work, with five years of experience equivalent to Captain or higher.

#### Certifications

- State of Ohio Firefighter II and EMT-Paramedic Certification at time of appointment.
- State of Ohio Fire or EMS Instructor or Assistant Instructor

#### License:

- A valid Ohio Driver's License is required. No more than 4 points. No major traffic violations (Per BMV). Must remain insurable per criteria established by township insurance carrier.
- Must possess or be able to obtain by time of hire a valid State of Ohio Driver's License with Commercial Driver's License endorsement or certification of completion of an approved Emergency Vehicle Operators Course (EVOC) without record of suspension or revocation in any state.

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- No felony convictions or disqualifying criminal histories. BCI background check will be a requirement of the employment.

### Physical/Psychological Requirements:

- Must be in good physical condition and of sound mind, and be able to pass both a physical examination and psychological evaluation consistent with job requirements.

### Resident Requirements

- It is preferred, but not required, that the Fire Chief reside in Guilford Township or inside a five (5) mile radius of the Seville-Guilford Fire Station within two (2) years of employment.

### **Working Conditions/Physical Requirements:**

- The work environment 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.
- Work is performed primarily in office, vehicles, and outdoor settings in all weather conditions during day or night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms, and hazards associated with emergency scenes and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock.
- The noise level in the work environment is usually quiet in office settings, and loud noises at an emergency scene.

### **Additional Information:**

- The intent of this job description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required.
- Guilford Township Trustees reserve the right to revise or change job duties, job hours, and responsibilities.
- This job description is in accordance with Ohio Revised Code and references:
  - ORC 505.38. Appointment of fire chief and firefighters or prevention officer and deputies.
  - ORC 4765.55. Firefighter and fire safety inspector training programs.

### NFPA CODES AND STANDARDS OF THE FIRE CHIEF SECTION 1201

5-2.1 The Fire Chief shall be governed by the provisions of all applicable laws.

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5-3.2 The Fire Chief shall determine the organization, number, and distribution of the operating units of the Fire Department.

5-7.1 The Fire Chief shall have the responsibility for all managerial functions and command of fire suppression operating forces.

5-9.1 The Fire Chief shall ensure establishment of a positive relationship with other resource groups in the community.

5-9.2 The Fire Chief shall promote joint co-ordination with the Sheriff/Police Departments.

6-2.3 The Fire Chief shall keep and analyze attendance records.

6-2.5 The Fire Chief shall work closely with budget personnel.

6-4 The Fire Chief shall identify other revenue and equipment sources.

7-2.1 The Fire Chief shall continually review, revise and enforce the personnel standards of the department.

7-6.2 The Fire Chief shall ensure that the lines of communication are open within the Department.

8-2.1 The Fire Chief shall be responsible for the Department training program.

9-2.1 The Fire Chief shall promulgate the Department's organizational and operating procedures.

13-2 The Fire Chief shall be responsible for carrying out a program of public fire safety education.

14-2 The Fire Chief shall determine the status of their code enforcement authority and shall be aware of how this authority interfaces with other Federal, State and subdivision agencies.