

Qualifications and responsibilities of Seville-Guilford Fire & EMS Chief

Reference:

ORC 505.38. Appointment of fire chief and firefighters or prevention officer and deputies.

ORC 4765.55. Firefighter and fire safety inspector training programs.

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.

GENERAL REQUIREMENTS:

Applicant must be an Ohio certified Paramedic (EMT-P) and Professional Firefighter (FFII) at time of appointment.

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 experience in fire and emergency medical service work, preferably with two years of experience equivalent to Captain or higher.

If not a current fire inspector, chief must obtain fire inspection license within two (2) years of employment.

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

Skill in the operation of the listed tools and equipment.

Have the 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.

GENERAL STATEMENT OF DUTIES CHIEF:

The Fire Chief shall serve as the public face of the Fire & EMS 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. The ability to present a professional appearance and demeanor, as well as both written and verbal communications skills are highly desirable.

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The Fire Chief position requires advanced skills and knowledge in emergency medical matters, fire fighting, prevention, training and management. The Fire/EMS Chief performs his/her duties under the general direction of the Board of Guilford Township Trustees. The Chief will:

- Be responsible for the complete operation of the Fire Department.
- Will develop and implement programs to assure that the mission of the Fire Department is fulfilled.
- Will coordinate Department activities through the implementation of policies and procedures with other commanding officers.
- Will respond and assume command at major alarms and disasters.

DISTINGUISHING FEATURES OF THE POSITION OF CHIEF:

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.

EXAMPLES OF WORK:

In addition to the duties and responsibilities of a Paramedic/Firefighter those consistent with any other position or rank held, the Chief shall be responsible for:

A. Developing the annual operating budget in conjunction with the Board of Guilford 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.

B. Maintains departmental discipline and the conduct in accordance with the Guilford Township Employee's Handbook.

C. 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.

D. Prepares and submits reports as necessary.

E. Formulates fire department policy, rules, and procedures to ensure proper, effective, efficient operation of the department as well as adherence to all applicable laws, rules and

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regulations. Conducts fire drills at schools and other establishments; maintains records of fire and squad runs, investigates or directs the investigation of the cause 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 regards 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.

F. Be 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, Fire/EMS officers and personnel on all aspects of the Departments' activities.

REPORTS TO:

The Fire/EMS chief shall report directly to the Board of Guilford Township Trustees.

SUPERVISION EXERCISED:

The Fire/EMS chief supervises all subordinates under his control; i.e., Assistant Chief, Captains, Lieutenants, Firefighters & EMS personnel.

PHYSICAL REQUIREMENTS:

Must be in good physical condition and be able to pass a physical examination consistent with job requirements.

LICENSE:

A. A valid Ohio Driver's License is required. No more than 6 points. No major traffic violations (Per BMV).

B. Must possess, or be able to obtain by time of hire, a valid State Drivers 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.

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

PERIPHERAL DUTIES:

Attends conferences and meetings to keep abreast of current trends in the field, represents the Fire/EMS 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.

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WORK ENVIRONMENT:

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 fighting fires 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.

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.

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.

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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.