

CITY OF OBERLIN JOB DESCRIPTION
Assistant Fire Chief

Title:	Assistant Fire Chief	Department:	Fire Department
Supervisor:	Fire Chief	Positions Supervised:	All Employees if Fire Chief is absent.
Status:	Full-time	Civil Service Status:	Classified/Competitive
FLSA Status:	Exempt	Exemption Category:	Administrative
Bargaining Unit:	N/A	Pay Grade:	6
		Schedule:	Regular business hours, some evenings and weekend hours, as needed.

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

This is highly responsible, professional, and administrative work assisting in the planning, organizing and directing of all activities of the Oberlin Fire Department. Includes responsibility for various administrative functions, the supervision of line operations, the command of major emergency incidents, and assisting the Fire Chief in the general management of the department. May serve as Acting Fire Chief during absence of the Chief. Supervision is exercised directly or through subordinate supervisors over all other employees of the department. Work is performed under administrative direction from the Fire Chief who reviews work for results obtained.

The Assistant 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 Assistant Fire Chief shall be committed to the mission, vision and values of the City and Department and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Assistant 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. Supervisors will be evaluated on the consistency, quality and timeliness of the performance reviews for which they are responsible.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Minimum Qualifications:

- Minimum five years experience in the municipal fire department, with at least two years at the level of Fire Lieutenant or higher/ with no record of suspension without pay for one year immediately preceding the date of appointment to Assistant Chief.
- Must maintain residency within Lorain County or any adjacent county thereof.
- Must pass, on a competitive basis, a written examination and assessment on fire administration and management knowledge, skills, and abilities.

Supervision:

- Works under the supervision of Fire Chief.
- Supervises Battalion Chiefs, Fire Lieutenants, Firefighter/Drivers, and Firefighters.

Primary Job Duties: *(Essential functions are identified by an “*”)*

- Supervises and coordinates line operations and assigned programs; reviews work schedules and assigns duties to staff and line personnel to maximize efficiency; interprets and enforces rules, regulations, and policies; evaluates employee performance; facilitates professional development of personnel; institutes and recommends personnel actions; recommend hiring and training of personnel.*
- Assumes command at major emergency incident scenes, directs the deployment of personnel and equipment until relieved by the Fire Chief.*
- Develops and recommends administrative, organizational, and operational changes; develops proposed rules and standard operating procedures for review; assists in preparing and administering operating and capital improvement budgets.*
- Performs fire inspections to identify hazards and mitigate violations; conducts fire investigations to determine cause and origin; develops and maintains pre-incident planning.*
- Attends staff and other meetings as assigned; participates in department safety program; participates in labor relations activities and negotiations; participates in grievance procedures and resolutions.*
- Initiates, prepares, and maintains studies, records, and reports as necessary and assigned.
- Provides effective and efficient customer responsive community relations; investigates recommends corrective actions.*
- May serve as Acting Fire Chief.*
- Performs other related duties as required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of modern fire department administration/ management, and fire science.
- Principles, practices, procedures, equipment and apparatus used in modern firefighting and in the protection of life and property from fire.
- Applicable codes, ordinances / rules and regulations affecting the operation of the department.

Ability to:

- Plan, implement, and direct programs, operations/ and activities including employee training and professional development/ and fire prevention and investigation activities.
- Express ideas effectively, both orally and in writing.

- Establish and maintain effective working relationships with civic and official groups and the public, as well as to command and hold the respect and discipline of subordinates.
- Meet department competency standards as outlined in NFPA 1001, 1021, 1031, 1041, 1521, and Oberlin Fire Department Standard Operating Procedures.
- Meet such physical requirements as may be established by competent authority.

Licenses and/or Certifications:

Valid Ohio Driver’s license and proof of insurability.

Ohio certification as Firefighter 2 within one year of appointment.

Ohio certification as an Emergency Medical Technician - Basic:

- Hired before Pre-January 1, 1998: EMT-B optional certification maintained at discretion of the employee.
- Hired on/after January 1, 1998: Shall maintain the EMT-Basic certification as condition of employment for career.

Ohio certification as a Fire Safety Inspector.

Ohio certification as Fire Instructor.

Hazardous materials first responder operational training.

NIMS 700/800, ICS 100/200/300/400

Participation in National Fire Academy courses as required

Work Environment:

Work is predominately performed in an office setting. Occasionally, work is performed in emergency and stressful situations and the employee may be exposed to hazards associated with fighting fires and rendering emergency medical care, including smoke, noxious odors, fumes, chemicals, solvents and oils. During these emergency situations, the employee works in outside weather conditions, including temperature extremes, during the day and night.

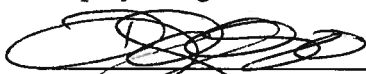
The noise level in the work environment is usually quiet, except during certain firefighting or EMS activities when levels may be loud.

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours.

SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.

Employee Signature/Date

 04.07.11

Human Resources Signature/Date

 4/7/11
Appointing Authority Signature/Date

 4/11/11
Supervisor Signature/Date

 4/8/11
Law Director Signature/Date

Reviewed by Civil Service Comm: 04/06/11

Reviewed by City Council: N/A