

ORDINANCE NO. 95-4 AC CMS

AN ORDINANCE ADOPTING JOB DESCRIPTIONS FOR BATTALION CHIEF,
FIRE LIEUTENANT, AND FIREFIGHTER FOR THE CITY OF OBERLIN, OHIO,
FIRE DEPARTMENT

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That the job descriptions for Battalion Chief, Fire Lieutenant and Firefighter for the City of Oberlin, Ohio, fire department, as attached hereto as Exhibits A, B, and C, are hereby adopted.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance shall take effect at the earliest date allowed by law.

PASSED:	1st Reading	-	1/13/95
	2nd Reading	-	1/17/95
	3rd Reading	-	2/6/95

ATTEST:


CLERK OF COUNCIL


CHAIR OF COUNCIL

POSTED: February 10, 1995

EFFECTIVE: March 8, 1995

GENERAL STATEMENT OF DUTIES

Work involves responsibility for providing assistance to the Assistant Fire Chief and Fire Chief in planning, organizing and directing fire service. Includes responsibility for the command of all firefighting forces on an assigned shift; proper deployment and readiness of apparatus, equipment, and personnel and for the fireground command of subordinates at selected emergencies. Supervision is exercised over all subordinate officers and firefighters. Work is performed under general direction within established policies and procedures, and is reviewed through observation and reports on results obtained.

SUPERVISION RECEIVED

Works under the supervision of Assistant Chief and Fire Chief.

SUPERVISION EXERCISED

Supervises all employees of the Department in the absence of the Fire Chief and Assistant Fire Chief.

JOB DUTIES

- ▶ Supervises all firefighting/rescue personnel during an assigned shift response; prepares records of operations and takes appropriate corrective action.
- ▶ Responds to structural and other selected fires and emergencies on an assigned shift; assumes command of operations and directs personnel at the incident until relieved by a superior; evaluates personnel for the purpose of making recommendations for training, promotion, and other personnel actions.
- ▶ Participates in the formulation of policies, rules, and regulations related to firefighting and related emergency activities; supervises the maintenance of records and preparation of reports; assumes the duties of the Fire Chief or Assistant Fire Chief in the case of absence or as otherwise delegated.
- ▶ Ensures compliance with policies, procedures, rules and regulations; maintains discipline; institutes or recommends personnel actions.
- ▶ Ensures that department and shift objectives in the area of inspections, training, and planning are met.
- ▶ Supervises building inspections and preplans; investigates causes of fires; issues orders to abate fire hazards or code violations. Investigates citizen complaints and answers inquiries.
- ▶ Assists in planning for future fire service requirements; conducts research and prepares reports on topics related to fire administration and operations; makes recommendations for improvements in staffing, organization, procedures, and general operations; keeps abreast of new techniques through independent study.
- ▶ Provides effective and efficient customer services and promotes and maintains responsive community relations.
- ▶ Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school (or GED), supplemented by considerable experience as a firefighter and company officer; preferred completion of fire academy or college level course work in fire technology; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Thorough knowledge of the principles, practices and methods of firefighting and fire science.

GENERAL STATEMENT OF DUTIES

Work involves responsibility for placement of equipment and direction of assigned firefighting personnel at the scene of a fire emergency and for directing fire suppression, rescue, hazardous material and other related operations until relieved of command by a superior officer. Work involves responsibility for coordinating, training, organizing, and evaluating subordinates and directing station and equipment maintenance activities to maintain readiness of personnel and equipment and to assure effective operations during emergency conditions. Work is performed under general direction and according to general procedures outlined by departmental policies and procedures.

SUPERVISION RECEIVED

Works under the supervision of Fire Chief, Assistant Chief or Battalion Chief.

SUPERVISION EXERCISED

Supervises all employees of the Department in the absence of the Fire Chief, Assistant Fire Chief, or Battalion Chief.

JOB DUTIES

- Supervises all firefighting/rescue personnel during an assigned shift response; plans and schedules work assignments; evaluates performance of personnel for the purpose of making recommendations for training, promotion and other personnel actions; confers and counsels subordinates and refers complex matters to the Battalion Chief for appropriate action.
- Responds to emergencies; utilizes the Incident Command System; makes decisions as to the tactics and methods used in resolving fire and emergency rescue situations, until relieved by a superior; supervises and participates in the deployment of hose lines, directing water streams, placing ladders, ventilating buildings, rescuing victims, and salvage/overhaul operations.
- Participates in rescue operations and the application of emergency care; instructs and drills fire department personnel in firefighting methods, techniques, and related subjects.
- Directs the cleaning and general maintenance of quarters, equipment, and apparatus during and after an emergency.
- Participates in the formulation of policies, rules, and regulations related to firefighting and related emergency activities.
- Ensures compliance with policies, procedures, rules and regulations; inspects personnel and maintains discipline; reports on or recommends disciplinary action; prepares or directs the preparation and maintenance of necessary records and reports.
- Conducts building inspections and preplans; investigates causes of fires; issues orders to abate fire hazards or code violations.
- Assists in planning for future fire service requirements; conducts research and prepares reports on topics related to fire administration and operations; makes recommendations for improvements in staffing, organization, procedures, and general operations; keeps abreast of new techniques through independent study.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school (or GED), supplemented by considerable experience in varied fire and rescue operations as a Firefighter; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Thorough knowledge of modern firefighting, rescue and fire prevention techniques, methods and practices.

Thorough knowledge of fire service policies, rules, regulations of the Oberlin Fire Department.

Thorough knowledge of the geography of the City, including street locations, water supply, and structural characteristics of assigned response area.

Thorough knowledge of the City administrative regulations and ordinances as they apply to the Fire Department.

Considerable knowledge of mechanical, chemical and related characteristics of a wide variety of flammable, explosive and similar materials.

Considerable knowledge of building construction and its relationship to fire problems.

Considerable knowledge of the operation and maintenance of firefighting equipment, apparatus and tools.

Ability to train, instruct, lead and supervise fire personnel effectively.

Ability to establish and maintain effective working relationships with others.

Ability to maintain required records and prepare reports.

Ability to meet such physical requirements as may be established by competent authority.

Ability to deal effectively and tactfully with the public.

Ability to analyze emergency situations and to quickly take decisive and effective courses of action.

Ability to meet department competency standards as outlined in NFPA 1001, 1002, 1021, 1521, and Oberlin Fire Department Standard Operating Procedures.

MINIMUM TRAINING & EXPERIENCE REQUIREMENTS

The applicant should possess the following at the time of their interview:

Three years experience as Firefighter with the City of Oberlin with no record of suspension without pay for one year immediately preceding date of appointment to Fire Lieutenant.

Valid Ohio Driver's license and proof of insurability.

PROBATION PERIOD: One year

GENERAL STATEMENT OF DUTIES

This is skilled firefighting work in combating, extinguishing and preventing fires and providing rescue services to protect life and property. Work also involves driving equipment when specifically assigned and routine maintenance of fire department equipment, apparatus, and quarters.

Employees under this class perform hazardous tasks under emergency condition which may require strenuous exertion under such handicaps as fire, heat, smoke and cramped surroundings. Although firefighting and rescue work are the most difficult and responsible areas of activity, a major portion of the time is spent studying methods and techniques of fire prevention, suppression and basic and/or advanced life saving techniques, studying and perfecting the operation of fire and rescue equipment and apparatus, and in performing routine duties in the care and maintenance of fire department property and equipment. Work is usually performed under the command of a superior officer. Work is reviewed in progress and upon completion.

SUPERVISION RECEIVED

Works under the supervision of Fire Chief, Assistant Chief, Battalion Chief, Fire Lieutenant, and Firefighter/Drivers.

SUPERVISION EXERCISED

None.

JOB DUTIES

- ▶ Response to fire alarms and other emergency calls; controls and extinguishes fires; protects life and property.
- ▶ Selects hose and nozzle, depending on type of fire, deploys hoselines and directs stream of water or chemicals onto fire; positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures; creates openings in buildings for ventilation or entrance, using ax, chisel crowbar, saw and other power equipment; and, may deactivate utility services to prevent explosions or other fire extension.
- ▶ Responses to emergency situations; drives emergency vehicles to scene of emergency; operates apparatus on scene.
- ▶ Provides efficient and immediate emergency care to the ill or injured at the scene of an incident and during transport; operates emergency care equipment.
- ▶ Administers appropriate basic or advanced life support care at the site of emergency; performs such activities as patient assessment, artificial respiration, cardiopulmonary resuscitation; treating wounds, abrasions, and shock; applies splints; patient extrication; maintain airways, and administers oxygen.
- ▶ Reports vital information regarding care and condition to medical personnel receiving patient.
- ▶ Participates in salvage operations, such as removing and covering furniture, removing water and cleaning debris.
- ▶ Performs overhaul operations to ensure that the fire is completely extinguished.
- ▶ Investigates causes and circumstances surrounding fires.
- ▶ Participates in a continuing program of training and instruction and attends drills, demonstrations and classes; receives training in the operation of fire and rescue equipment and apparatus and, when assigned, drives and operates a variety of vehicles.

- Provides fire station tours for the public; answers questions and provides public education services.
- Performs general maintenance work in the upkeep of fire stations, buildings and grounds, fire apparatus, auxiliary equipment and tools.
- May work in various climatic weather conditions and the potential exists for sustaining serious bodily harm, or possible death, in the performance of duties.
- Maintains accurate records, forms and reports.
- Provide effective and efficient customer services and promotes and maintains responsive community relations.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school (or GED); or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Proper background to pass without defect an intensive investigation into personal character and employment records.

Ability to meet such physical requirements as may be established by competent authority.

Must pass, on a competitive basis, a written examination demanding skill in reading, interpretation, understanding and the ability to concentrate for a long period of time.

Ability to read and understand policies, rules, instructions and written material of the Fire Department.

Ability to follow oral and written instructions; deal effectively with the public; and speak and write effectively.

Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment and tools.

Ability to establish and maintain effective working relationships with others.

Ability to learn, train and retain technical and other fire service related data.

Must reside within a three (3) mile radius of the Fire Station and be a part of the Oberlin telephone system.

Ability to meet department competency standards as outlined in NFPA 1001, 1002, 1021, 1521, and Oberlin Fire Department Standard Operating Procedures.

MINIMUM TRAINING & EXPERIENCE REQUIREMENTS

The applicant should possess the following at the time of their interview:

Completion of 12th school grade or equivalent.

Valid Ohio Driver's license and proof of insurability.

PROBATION PERIOD: One year