

OLMSTED TOWNSHIP
An Equal Opportunity Employer
POSITION DESCRIPTION

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Classification Title:	Assistant Fire Chief	Name of Incumbent:
Position Title:		

Office/Department:	Fire	Employment Status:	Full-Time
Reports To:	Fire Chief	FLSA Status:	Exempt
Bargaining Unit Status:	Excluded		

QUALIFICATIONS (An Example of Acceptable Qualifications):

Completion of secondary education (high school or GED). Must be certified by the State of Ohio as a full-time fire fighter (two hundred forty [240] hours or greater), Emergency Medical Technician-Basic (EMT-B), and a Fire Safety Inspector, plus twelve (12) months experience as a Captain/Paramedic or Lieutenant/Paramedic, or equivalent. Must remain insurable under the Township's vehicle insurance policy.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must be certified by the State of Ohio as a full-time firefighter (two hundred forty [240] hours or greater), as an EMT-B, and as a Fire Safety Inspector. Must possess a State of Ohio driver's license.

MINIMUM ACCEPTABLE CHARACTERISTICS (*Indicates Developed After Employment)

Knowledge of: Township and Departmental policies and procedures*, (3) modern fire fighting operations, principles, practices, and equipment, geographical layout of the Township, safety practices and procedures, modern emergency medical services principles, practices, and equipment, fire prevention and inspection laws, codes, rules, and regulations,, HAZMAT response procedures and equipment, confined space rescue procedures and equipment, trench rescue procedures and equipment, Township fire safety codes, budgeting.

Skill in: operating/utilizing fire fighting tools and equipment, operating/utilizing emergency medical services tools and equipment, operating/utilizing HAZMAT response tools and equipment, operating/utilizing tools and equipment used in emergency rescue situations.

Ability to: communicate effectively, exercise sound judgment, recognize unusual or threatening conditions and take appropriate action,; collect, analyze, and interpret data, understand, interpret, and apply laws, rules, or regulations to specific situations, exercise independent judgment and discretion, prepare accurate documentation, develop and maintain effective working relationships, travel to and gain access to work site, lift, position, and move individuals according to established procedures; operate fire equipment, maintain physical fitness necessary to perform essential functions.

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ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

- 1) Under direction of the Fire Chief/Board of Trustees, assists in planning the activities of the Fire Department. Promotes commitment, accountability and integrity in support of the mission and goals of the Department and the Township.
- 2) Administers the operation of a comprehensive fire prevention program (e.g., building and facility inspections (pre-during-post construction), abatement of fire hazards; field inspections of construction projects; application of federal, state, and local codes applicable to fire safety, etc.). Assists with the conduct of fire loss investigations to determine the origin, cause, and loss value of fire incidents; directs the collection of evidence and the participation in prosecution activities as appropriate.
- 3) Assists the fire department by conducting research, assisting with the preparation of the annual budget request, assisting with the development of policies and procedures and other such administrative tasks as directed by the Fire Chief.
- 4) Prepares, reviews and maintains records, reports, and other related documentation generated by the fire department; monitors personnel information to ensure required certifications are maintained, accurate and complete under the direction of the Fire Chief.
- 5) Assists with development and implementation of training programs as directed by the Fire Chief.
- 6) Performs fire prevention visits within the fire prevention program and prepares written reports, investigations and other related fire prevention matters and maintain appropriate files.
- 7) Investigates complaints pertaining to violation of fire prevention law, discusses violations with owner and issues written notices, warnings and/or citation in accordance with state, federal and local laws.
- 8) Conducts fire loss investigation to determine origin, cause and lost value of fire incidents this includes collection of evidence and the participation in prosecution activities as appropriate.
- 9) Maintain an effective system of records and reports of inspective and other activities as required by the State of Ohio and Olmsted Township Fire Department.
- 10) Through the central purchasing process in Olmsted Township, provides for and oversee the purchase of routine supplies & equipment, develop specifications and bid documents for capital purchases for approval by the Chief.
- 11) Prepare financial reports, the annual report and all reports required by other agencies for final approval by the Chief.

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- 12) Develop and coordinate outreach opportunities to highlight fire prevention for various community groups including scheduling, presentations, CPR classes, smoke detector battery replacement, child car seat installation, fire safety and emergency preparedness activities as directed by Fire Chief.
- 13) Work collaboratively with Building Department as relates to fire issues in new construction this includes review and plan approval for construction, installation, and operation of equipment and structures so they meet the fire safety requirements for state and local ordinances. Advise developers, contractors, property owners, the public in matters related to fire prevention, code interpretation and enforcement and the use, handling and storage of hazardous materials.
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- 14) Perform other duties as assigned by the Chief of the Olmsted Township Fire Department and/or Board of Trustees.

OTHER DUTIES AND RESPONSIBILITIES:

- 1) Assists with maintaining the cleanliness and orderliness of the fire station.
- 2) Participates in and completes special assignments and projects as requested by the Fire Chief and the Board of Trustees.
- 3) Performs other related duties as assigned by the Fire Chief and/or Board of Trustees.

EQUIPMENT OPERATED (The Following Are Examples Only and Are Not Intended To Be All Inclusive)

Department vehicles, fire fighting tools and equipment, emergency medical services instruments and equipment, rescue tools and equipment, HAZMAT equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around vehicles and equipment; is exposed to fire, heat, and smoke; is exposed to blood and other bodily fluids; is exposed to hazardous materials.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)