

# CITY OF OBERLIN JOB DESCRIPTION

## Fire Chief

<b>Title:</b>	Fire Chief	<b>Department:</b>	Fire
<b>Supervisor:</b>	City Manager	<b>Positions Supervised:</b>	Full-time and Part-time Fire Department Employees
<b>Civil Service Status:</b>	Unclassified	<b>Exemption Category:</b>	Administrative
<b>FLSA Status:</b>	Exempt	<b>Pay Grade:</b>	7
<b>Bargaining Unit:</b>	N/A	<b>Schedule:</b>	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:**

The Fire Chief provides leadership and administration to the Fire Department and serves as the Emergency Management Director to assist with the City's overall emergency management and preparedness. Responsibilities include managing the Fire Department by developing community risk management strategies, planning and implementing policies, recommending strategies, hiring, training and evaluating personnel, and preparing and monitoring budgets.

The 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 Fire Chief shall be committed to the mission, vision and values of the City and the Fire Department and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The 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.

While the Fire Chief consults with the City Manager on issues relating to policy and planning, he/she works independently in supervising the overall technical operations. The Fire Chief serves as a member of the City Management Staff.

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.

### **Minimum Qualifications:**

Graduation from a regionally accredited four-year college or university with a major in fire science, management, public or business administration or a related field required or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the primary job duties. Graduate of the Executive Fire Officer Program (EFOP) at the National Fire Academy or Ohio Fire Executive (OFE) Program strongly preferred (must obtain within one year). Master's degree in public

administration preferred. Ten (10) years of increasingly responsible command and management experience in a comparable size municipal fire department, including three years of management responsibility preferably as a Battalion or Assistant Fire Chief. Strong oral, written, public presentation and interpersonal skills required.

The position requires a valid state of Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

**Supervision:**

Works under the supervision of the City Manager. Supervises all assigned full time and part-time departmental personnel. The Fire Chief will be evaluated on the consistency, quality and timeliness of the performance reviews for which they are responsible.

**Primary Job Duties:** *(Essential functions are identified by an ‘ \* ’; any percentages indicate estimated amount of time spent on each duty area and may include ranges to accommodate variations in assignments.)*

**Administrative (80%)**

- Plans, organizes, directs and evaluates all Fire Department programs, service delivery, and staff.
- Plans, develops and implements departmental strategic goals, objectives, policies, procedures, and guidelines; ensures compliance with Federal, State and local laws.
- Performs research, analyzes findings, prepares recommendations, and reports on the effectiveness and efficiency of departmental operations, including evaluating community risk management needs; recommending modification of departmental operations to meet new or changed needs.
- Prepares, administers and monitors the department budget.
- Oversees the preparation and reviews and finalizes grant application packages for various funding assistance opportunities related to the fire department. \*
- Provides high standards of customer service, and promotes responsive relationships both within the organization and the community resolving the most sensitive or complex complaints or problems.
- Coordinates department activities with those of other internal and outside agencies.
- Prepares and presents reports to the City Administration and Council.
- Develops and maintains the City's Emergency Operations Plan; supervises emergency management activities including preparedness, response, recovery, and mitigation and assures readiness of Emergency Operations Center.
- Responsible to develop and oversee fire data and records management

**Operations/Fire Protection (10%)**

- Responds to and may direct activities or assume command at the scene of major incidents or disasters.
- Assesses community risk management needs; investigates new methods, technologies and programs to improve current levels of service.\*
- Develops and implements short and long-range goals for the department; establishes priorities for the improvement of fire protection services.\*

**Supervision (10%)**

- Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.\*
- Oversees establishment, planning, and supervision of the employee training and staff evaluation programs including supervising, scheduling, training, directing, counseling, disciplining and evaluating subordinates (ensuring consistency, quality and timeliness of the performance reviews for which they are responsible).\*

- Involved with all major employment actions, including recruiting, hiring, transfer, evaluation, and diligently inquires into all complaints of employee misconduct in the performance of duty, directs investigations and administers or recommends to City Manager disciplinary measures to be taken in accordance with City personnel policies.\*
- Performs other related duties as required.

### **Required Knowledge, Skills and Abilities**

Knowledge of:

- Contemporary principles and practices for fire command, operations, and fire department administration, including leadership ability and strategic planning experience.
- General municipal operations and local government practices and procedures including public sector procurement procedures.
- Management principles and practices necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures, and the various all-risk injury and life safety practices.
- Principles and processes necessary to accomplish organizational change in a highly traditional work environment.
- Principles, practices and procedures of modern methods of fire suppression/prevention.
- Principles and practices of public administration and personnel management including employee supervision, training, and performance evaluation.
- Federal, state, and local laws, codes, regulations, and standards governing the delivery of fire department services.
- Budget planning, development, and monitoring practices.

Ability to:

- Supervise, train, and develop employees effectively.
- Plan, organize, direct, and coordinate fire department operations, and motivate organizational units to meet departmental objectives.
- Coordinate departmental program objectives with the general goals of the total organization and its various operations.
- Define problem areas; direct the collection, interpretation, and evaluation of data and development of sound solutions to technical and administrative fire service problems.
- Coordinate and initiate actions, implement decisions and recommendations.
- Interpret complex regulations, laws, and guidelines.
- Establish and maintain effective work relationships with all internal and external customers.
- Prepare and administer a municipal department budget.
- Communicate effectively through oral presentations and written reports.
- Maintain composure and work effectively under conditions of high stress due to emergency situations and deadlines, performing duties and responsibilities in a manner which reflects professional judgment, appearance, and in conformance with high ethical standards and integrity.
- Communicate and demonstrate support for the City's and Fire Department's mission, vision and values.
- Pass a medical examination, background check, and drug screen.

### **Licenses and/or Certifications:**

Valid Ohio Driver's license and proof of insurability. Ohio Department of Public Safety certifications as: Firefighter II, minimum EMT-Basic, Fire Safety Inspector, Fire Instructor; Hazardous materials first responder operations, required NIMS and ICS certifications

**Work Environment:**

The Fire Chief will perform those physical requirements necessary for essential functions including, but not limited to, regular sitting, standing, walking, and general mobility; continual talking in person, in group presentations, and over the phone to diverse groups of various sizes and natures; keyboarding; infrequent crouching, kneeling, crawling, climbing, limb extension, and all other physical activities required during inspection activities and in non-emergency and emergency situations.

This position works primarily in an office setting, but exposure to adverse environmental conditions, including inclement weather, extreme temperatures, noise, dust, fumes, and other conditions may be required while performing essential and secondary functions of the position. Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

**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.**

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Employee Signature/Date

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Supervisor Signature/Date

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Human Resources Signature/Date

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Law Director Signature/Date

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Appointing Authority Signature/Date

Reviewed by Civil Service Com.N/A  
Reviewed by City Council: 4/6/2015