

**JOB TITLE: FIRE CHIEF - UNCLASSIFIED**

**REPORTS TO: MAYOR/SAFETY DIRECTOR**

**Job purpose:**

The Fire Chief provides leadership, administration and job functions of the Fire Department and serves as the Emergency Management Director to assist with the City's overall emergency management and preparedness for both fire and emergency medical situations. The Fire Chief responds to and will direct activities and assume or delegate command at the scene of major incidents or disasters. The Fire Chief will assist the duty crews in day to day operations in firefighting and emergency medical services, reporting to and setting his/her work schedule under the direction of the Mayor/Safety Director.

Possesses managerial responsibility for the operational and support functions of the Fire Department, serving as the primary advisor to the Mayor/Safety Director. Takes command responsibility at emergency and non-emergency incidents and serves as the liaison between the department and a variety of local, state and federal agencies and commissions.

**Minimum Qualifications:**

Must currently hold and maintain the following licenses and/or certifications:

State of Ohio Certified Emergency Medical Technician or Paramedic  
State of Ohio Certified Fire Fighter Level I and II (Professional Fire Fighter)

State of Ohio Certified Fire Safety Inspector, optional  
State of Ohio Certified Fire Fighter Instructor, optional  
State of Ohio Certified Incident Safety Officer, optional  
State of Ohio Fire Officer I and II, optional  
State of Ohio Arson Investigator, optional  
Blue Card in IMS (Incident Management Service) Certification, optional

National/Federal certifications include: (“\*” denotes a mandatory certification)  
#IS-00001 Emergency Program Manager, Emergency Management Institute  
#IS-00100 \* Introduction to the Incident Command System (ICS)  
#IS-00200 \* Incident Command System for Single Resources and Initial Action Incidents  
#ICS-300 \* Intermediate ICS for Expanding Incidents  
#ICS-400 \* Advanced ICS Command and General Staff-Complex Incidents  
#IS-00700 \* National Incident Management System (NIMS) FEMA  
#IS-00800A \* National Response Plan (NRP), an Introduction FEMA  
Unified Command for Multi-Agency and Catastrophic Incidents, National Fire Academy

Thorough knowledge of the principles and practices of modern fire department administration and fire science.

Thorough knowledge of the principles that affect the Rescue Squad and lifesaving procedures as it relates to all incidents requiring assistance.

Graduation from an accredited two or four-year college or university with a major in fire science or the equivalent combination of education and experience which provides the skills and abilities necessary to perform the job duties.

Must have a valid Ohio Drivers' License with an acceptable driving records; have a creditable personal background, free of any felony or misdemeanor criminal activity or arrests.

Must have strong verbal, written and interpersonal skills.

Must provide accuracy, good judgment and integrity with excellent organizational skills.

**Duties and responsibilities:**

1. Performs, plans, organizes, directs, and evaluates fire suppression, fire prevention, and emergency rescue and medical services.
2. Supervises directly, or through subordinate supervisors, all employees of the department; takes personal command of activities at major emergency incidents when required.
3. Exercises purchasing and budgetary control and prepares, administers and monitors the annual operating budget; reviews, approves and recommends specifications for new equipment and apparatus; determines personnel and facility requirements. Maintains records of all purchases, repairs and associated costs.
4. Directs the preparation and analysis of records and reports to secure efficient operation, to meet service demands, and to comply with authorized requests for information regarding firefighting and emergency medical activities and personnel; submits reports to Safety Director.
5. Recommends changes in fire codes.
6. Coordinates recruitment and hiring for the Fire Department. Conducts and/or directs background investigations and references.
7. Evaluates employee performance, approves and/or implements discipline as needed, ensures that employees of the department adhere to the policies and procedures of the department, coordinates priorities of the department to ensure maximum efficiency and productivity, resolves manpower, facility, and equipment needs of the department to meet the needs of the community.
8. Directs the development of programs for training, utilization, and development of personnel; resolves disputes and grievances; disciplines personnel; recommends personnel actions, including appointment and removal; evaluates command personnel.

9. Maintains liaison with other city departments and addresses civic clubs and other groups regarding firefighting activities, fire prevention and emergency medical services programs, in order to explain and promote public understanding.
10. Provides effective and efficient customer service and promotes and maintains responsive community relations. Resolves complaints, concerns or responds to questions from the general public, officials, and department personnel.
11. Plans, develops and implements departmental strategic goals, objectives, policies, procedures and guidelines; ensures compliance with Federal, State and local laws.
12. Oversees the preparation and reviews and finalizes grant application packages for various funding assistance opportunities related to the Fire Department.
13. Prepares and presents reports to City's Administration and Council.
14. Develops and maintains the City's Emergency Operations Plan; supervises emergency management activities, including preparedness, response, recovery, and mitigation and ensures readiness of Emergency Operations Center.
15. Submits incident reports to the National Fire Incident Report System (NFIRS).
16. Performs other related duties as assigned.

**Experience Preferred:**

- Prior experience in government accounting and budget preparation and financial reporting/analysis preferred.
- Prior experience with investment theory and management.
- Knowledge of applicable city, state and federal laws, rules, procedures and standards governing fiscal and budgetary operations.
- Prior experience in database management and knowledge of financial systems and application software.
- Knowledge of government structure and legislative process.
- Knowledge of Insurance Services Office (ISO) – grading schedule
- Five years, or equivalent, supervisory experience in fire service

**Working conditions/Physical requirements:**

**Physical Requirements:** Described here are those physical demands that must be routinely met by an employee to successfully perform the essential duties of this position, including firefighting and emergency medical services. Must be able to:

- Maintain a level of physical agility and fitness sufficient to engage in walking and physical activity consistent with the job requirements of firefighting and EMS.
- Communicate effectively both orally and in writing

- Listen, comprehend, and respond to discussions involving one-on-one or group settings
- Operate job-related equipment
- Drive a motor vehicle and all applicable firefighting and EMS equipment

**Direct reports:**

- All Fire Department personnel

*This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities.*

*The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours' notice to the Civil Service Commission in order to have the request fulfilled*

**Approved by:**



**Date Approved: April 8, 2016**