



## **JOB POSTING FIRE CHIEF**

<b>Department:</b>	<b>Fire Department</b>	<b>Division:</b>	<b>Administration</b>
<b>Hours:</b>	<b>8am-4pm M-F, evening meetings, weekend hours, as needed</b>	<b>Pay Range:</b>	<b>Up to \$105,000.00</b>

**GENERAL PURPOSE:** Performs a variety of administrative, supervisory, and general safety duties including response to fire and medical emergencies, inspections, and reporting activities in accordance with the Fire Code, Ohio Revised code, and Huron Codified Ordinances.

**SUPERVISION RECEIVED:** Works under the general supervision of the City Manager.

**SUPERVISION EXERCISED:** The Fire Chief shall have command over all members of the Fire Department and shall possess all necessary power over persons and property, which shall be reasonably necessary to effectively combat any fire or other similar emergencies. Supervises training for all new firefighters, both full-time and part-time.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions.

- Exercises strategic and visionary thinking that will have long-term organization-wide application and impact, including the development and implementation of critical programs.
- Establishes and maintains productive working relationships with staff, community organizations, other agencies, and the general public.
- Responds to emergencies when called and takes all action necessary to preserve life and property. Supervises and designates duties to crew as deemed necessary for the extinguishing of fire, protection of life and property, and the preservation of order of any person(s) whose acts may endanger or hamper the ability of Department personnel.
- Operates a variety of fire and rescue apparatus and equipment. Responsible for maintenance and repair of equipment.
- Responsible for station maintenance, including housekeeping, repair, and inventory and storage of materials and supplies. Maintains complete and concise records of repair and maintenance. Makes requisition to City Council, City Manager, and/or Finance Director for necessary materials, supplies, and equipment.
- Performs and/or supervises the inspection of various buildings and reports unsafe conditions in accordance with the Fire Code and the Ohio Revised Code. Responsible for investigating the cause of all fires occurring within the Huron Fire Division's jurisdiction.

- Responsible for training activities, including the daily coordination of those activities, such as medical, fire, and emergency training. Responsible for the supervision of all lower ranking shift personnel, including the designation of daily activities and duties.
- Maintains contact with various organizations, community groups, schools and the general public for the purpose of public awareness education and/or training.
- Prepares the Department's annual budget and maintains records for financial purposes. Maintains up-to-date and detailed records for department vehicles. Prepares other reports as necessary or required by other organizations, Federal or State agencies.
- Formulates and administers procedures pertaining to the enforcement of rules and regulations for the operation of the Fire Department.
- Responsible for all personnel matters, which include employment and termination of all district personnel.

#### **REQUIRED QUALIFICATIONS:**

##### **Education and Experience:**

- A. High School graduate, or GED equivalent, with successful completion of all required state and local fire fighting, rescue, and emergency medical courses, including FESI Instructor throughout employment. Minimum five (5) years increasingly responsible experience, including three (3) years in the capacity of Captain (or relevant duty) or higher rank.
- B. Valid Ohio Driver's License
- C. Certification as Paramedic
- D. Ability to maintain current FF2 certification.
- E. Certification as a State Fire Safety Inspector
- F. Certification as HAZMAT (Operations) plus maintenance of certification every two years.
- G. Ability to maintain departmental physical standards, including yearly physical requirements.

#### **PREFERRED QUALIFICATIONS:**

- A. Bachelor's Degree or associate's degree in Fire Science

**TOOLS AND EQUIPMENT USED:** Knowledge of operation and use of various medical and emergency equipment including, but not limited to fire and rescue equipment, including rescue squads, fire trucks, rescue boat, hoses, ladders, and all additional equipment found on the above list.

Knowledge of operation and use of tools and power equipment including, but not limited to hydraulic tools, saws, axes, fire extinguishers (all types), shovels, various sized nozzles, assorted mechanical tools, hand tools, and repair equipment.

**PHYSICAL AND ENVIRONMENTAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this job, the employee is frequently required to use arms, hands, and fingers, to operate emergency and rescue tools and equipment. The employee is frequently required to walk, sit, climb, stand, talk, hear, stoop, climb, balance, kneel, and run.

The employee must frequently lift and/or move up to one hundred (100) pounds and occasionally lift and/or move up to two hundred (200) pounds or more. Specific vision abilities required by this job include, but are not limited to, close vision, color vision, peripheral vision, and the ability to adjust focus. The mental demands of this position include varied degrees of frequent emotional stress and fatigue.

The employee is often exposed to a wide range of environmental conditions, including, but not limited to: extreme heat, extreme cold, rain, wind, fog, snow, hail or sleet, noxious or hazardous fumes, and poor ventilation including smoke-filled areas. The employee may be required to perform the essential job functions while exposed to dangerous areas in or around ice and/or swift moving waters. The noise level in the work environment is varied and may include undesirable noises, such as grinding, grating, or extreme loudness. The employee must occasionally work in high and/or precarious places without hesitation.

**SELECTION GUIDELINES:** The Fire Chief will be selected after a formal application, education and experience rating, reference check, oral interview, physical/medical assessment, background check, including driving records, and drug screen. Other job-related tests may be required.

**It is the policy of the City of Huron to provide equal employment opportunities without regard to race, religion, color, sex, sexual orientation, gender identity, gender expression, national origin, marital status, age, military status, genetic information, disability or any other legally protected class status.**

QUESTIONS REGARDING THIS POSITION MAY BE DIRECTED TO:

**Andrea Rocco, Personnel**

[andrea.rocco@huronohio.us](mailto:andrea.rocco@huronohio.us)

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