

City of Waterville

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title:	Deputy Fire Chief
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Department:	Fire	Reports To:	Fire Chief
Employment Status:	Full-time	Supervises:	All Fire Department Employees except Fire Chief
Civil Service Status:	Unclassified	FLSA Status:	Exempt

GENERAL STATEMENT:

Under general direction, as second officer in the line of command, assists the Fire Chief in planning and directing activities of the Fire Department including fire suppression, inspections and prevention, emergency medical service operations and all other functions involving the protection of life and property with which the Fire Department may be involved.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Assists the Fire Chief in establishing priorities and enforcing policies and procedures of the Fire Department.
- (2) In the absence of the Fire Chief, directs and exercises supervision over the work of the entire department. This involves a variety of complex administrative, managerial and professional functions.
- (3) Enforces departmental rules, regulations, work methods, policies and procedures as necessary to enable the department to implement its mission.
- (4) In cooperation with the Fire Chief, makes all personnel assignments within the department; supervises personnel; participates in the annual performance evaluation process of subordinates.
- (5) Enforces disciplinary measures and handles employee complaints when necessary.
- (6) In cooperation with the Fire Chief, ensures that all personnel in the department receive adequate training in fire and/or emergency medical service principles, methods and procedures including the use of departmental equipment; demonstrates regular attendance at departmental training sessions.
- (7) Prepares fire preplans for all structures that are identified within the Ohio Building Code and Ohio Fire Code, and located within the Fire Department's jurisdiction.
- (8) Prepares and conducts thorough fire safety inspections throughout the department's jurisdiction and enforces the applicable municipal and state codes and standards.
- (9) Prepares fire safety inspection reports, notices of violation, and citations as required by state law.
- (10) In the absence of the Fire Chief, investigates of the cause of fires and explosions in cooperation with other agencies as appropriate.
- (11) Advises the Fire Chief regarding the preparation of budget estimates and assists the Fire Chief in monitoring expenditure of all departmental funds.
- (12) Assigns and supervises maintenance tasks relating to departmental equipment.
- (13) Responds to both on-duty and off-duty emergencies when necessary.
- (14) Responds to citizen concerns and resolves conflicts.

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- (15) Maintains working relationship with all other municipal employees.
- (16) Works cooperatively with community groups.
- (17) Assists the Fire Chief in reviewing departmental programs to ensure that a quality work product is provided to the citizens of Waterville and non-citizens within the City of Waterville.
- (18) Maintains a professional working relationship with Federal, State and other local associated agencies.
- (19) Represents the City and the department in a variety of local, county and other meetings.
- (20) Assists the Fire Chief in ensuring compliance with changing requirements in local, state and federal laws.
- (21) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (22) In the absence of the Fire Chief, acts as the City's liaison with the Waterville Fire Association.
- (23) Performs other duties as required or assigned. These functions and duties listed in this description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent, with a minimum of eight (8) years experience as a firefighter with three (3) years minimum supervisory/command responsibility or equivalent combination of education, training, and/or experience. An individual who poses a direct threat to the health and safety of themselves or others in the workplace will be deemed not qualified for this position.

LICENSURE OR CERTIFICATION REQUIREMENTS/PREFERENCES:

Must possess: a valid Driver's License without record of suspension or revocation in any state and be eligible for coverage by the City's vehicle insurance provider; Ohio Firefighter II Certification; Ohio Fire Safety Inspector Certification; an Ohio Emergency Medical Technician-Basic Certification; Fire and/or EMS Instructor Certification or the ability to obtain such certifications within six (6) months of hire. Associate's Degree in Fire Science or Emergency Services Management, Bachelor's Degree in Fire Administration, successful completion of the Ohio Fire Executive Program or an equivalent is preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

- (1) Thorough knowledge of fire administration and methods.
- (2) Knowledge of the geography of the City of Waterville.*
- (3) Knowledge of department policies and procedures.*
- (4) Thorough knowledge of fire prevention, extinguishment and investigation.
- (5) Thorough knowledge of applicable federal, state and local laws.

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- (6) Ability to maintain legally mandated qualification/certification requirements for all departmental equipment.
- (7) Ability to lead and direct the activities of an organization of the size and complexity of the department.
- (8) Ability to maintain cooperative relationships with other City officials, departmental volunteer staff, the general public and the news media.
- (9) Ability to remain calm, to act resourcefully and to direct and command personnel in emergency situations.
- (10) Ability to conduct public educational programs for all ages.
- (11) Ability to plan and conduct drills and training for departmental staff.
- (12) Ability to communicate effectively in oral and written form.
- (13) Skill in the operation of a personal computer.
- (14) Ability to use tact in dealing with the public.
- (15) Ability to maintain records and to prepare reports.
- (16) Ability to drive City vehicles.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Personal computer and other standard office equipment; City vehicles and all other departmental equipment.

Position description approved; supersedes all previous position descriptions for this position:

/s/ James M. Bagdonas
Municipal Administrator

02/12/2015
Date

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 signature below signifies that I have reviewed and understand the contents of my position description.

Employee

Date