



VILLAGE OF GRAFTON

FIRE DEPARTMENT

1013 Chestnut Street
Grafton, OH 44044

Fire Chief Glendon Thompson
Business (440) 926-2075
Cell (440) 281-6749



POSITION DESCRIPTION

Class Title: Volunteer Fire Chief

Department: Fire Rescue

Date: July 21, 2019

Location: Grafton Village Fire Dept.

GENERAL PURPOSE

Performs a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

SUPERVISION RECEIVED

Works under the General Guidance and Direction of the Village Administrator.

SUPERVISION EXERCISED

Supervises Volunteer Assistant Fire Chief and EMS Director directly and other Departmental Staff through subordinate volunteer officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- (A) Plans, coordinates, supervises and evaluates Fire and EMS operations.
- (B) Establishes policies and procedures for Fire and EMS Department in order to implement directives from the Village Administrator.
- (C) Plans and implements Fire and EMS programs for the Village in order to better carry out the policies and goals including those set forth of the Village.
- (D) Reviews Departmental performance and effectiveness.
- (E) Formulates programs or policies to alleviate deficiencies.
- (F) Supervises and coordinates the preparation and presentation of an annual budget for Fire and EMS Departments.
- (G) Directs the implementation of the Departments budgets.
- (H) Plans for and reviews specifications for new or replacement equipment
- (I) Responds to alarms and may direct activities at the scene of major emergencies

- (J) Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances
- (K) Directs the operation of Departmental in-service training activities.
- (L) Controls the expenditure of departmental appropriations.
- (M) Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- (N) Prepares and submits monthly reports to the Village regarding the Department's activities and prepares a variety of other reports as appropriate including the annual report of activities.
- (O) Plans Departmental Operation with respect to equipment, apparatus and personnel. Supervises the implementation of such plans.
- (P) Assigns personnel and equipment to such duties and uses the service equipment and supplies.
- (Q) Evaluates the need for and recommends the purchase of new equipment and supplies.
- (R) Maintains current State Fire Certification, American Heart Association CPR Card and Continuing Education Requirements required by the State of Ohio.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- (A) Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques and equipment. Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T. Certification. Considerable knowledge of applicable laws, Resolutions, Departmental standard operating procedures and Village Policies.
- (B) Skill in the operation of listed tools and equipment.
- (C) Ability to train and supervise subordinate personnel.
- (D) Ability to perform work requiring good physical condition.
- (E) Ability to communicate effectively orally and in writing. Ability to effectively give and receive verbal and written instructions.
- (F) Ability to exercise sound judgment in evaluating situations and in making decisions.
- (G) Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- (H) Ability to meet the special requirements listed below

SPECIAL REQUIREMENTS

- (A) Must be twenty-one (21) years or older at the time of appointment.
- (B) Must possess (or be able to obtain by time of appointment to the Fire Department) a valid State of Ohio Driver License with commercial license endorsement or certification of Emergency Vehicle Accident Prevention Program (EVAPP) without record of suspension or revocation in any State.
- (C) No felony convictions or disqualifying criminal history.
- (D) U.S. Citizen
- (E) Must be able to read and write the English language

- (F) Ability to meet Departmental physical standards as listed in Department Agility Test
- (G) NIMS 100, 200, 300, 400, 700, & 800
- (H) Incident Command Center Training
- (I) EMT Certification
- (J) BLS Instructor
- (K) Firefighter II certification and/or 10 years Firefighter experience
- (L) Arson Investigation Training and Certifications
- (M) Certified Fire Safety Inspector
- (N) Certified Professional Fire Instructor
- (O) Hazmat Training and Certification
- (P) Reside in the Village or live in adjacent Community

TOOLS AND EQUIPMENT USED

Emergency medical aid unit, fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone and other equipment as required.

PERIPHERAL DUTIES

- (A) Meets with elected or appointed officials, other Fire/EMS Officials, community and business representatives and the public on all aspects of the Departments activities.
- (B) Attends conferences and meetings to keep abreast of current trends in the field.
- (C) Represents Village Fire/EMS Department in a variety of Local, County, State and other meetings.
- (D) Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- (E) Serves as a member of various employee committees
- (F) Serves as Disaster Director and Hazardous Materials (Haz Mat) Coordinator for the Village.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) High School Diploma or GED equivalent, with specialized training in Fire Department Administration
- (B) Four (4) years' prior work experience of a progressively responsible nature in fire fighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Fire Lieutenant or Higher.

PHYSICAL 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, high manual dexterity tasks, handle to operate tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch or crawl, talk, or hear, taste, or smell. The employee must frequent lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in the fire station, vehicles and outdoor settings, in all weather conditions; including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazardous associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and or all bodily fluids and risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain activities when noise levels may be loud.

SELECTION GUIDELINES

Formal application, review of education and experience, appropriate testing and interviews; oral interviews, background check, physical agility, drug screening, final selection and pre-employment medical examination. **NOTE:** Appointees will be subject to completion of a standard probationary period. The examples of duties listed above are intended only as illustrations of the various types of work 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. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the Mayor/Council as the needs of the employer and requirements of the job change.