

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF ASSISTANT FIRE CHIEF, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 21-83.

WHEREAS, it has been recommended by the Human Resources Committee that a revised job description for the position of Assistant Fire Chief be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Assistant Fire Chief shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 21-83 is hereby repealed.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

1st reading: 09/26/2022

2nd reading: 10/11/2022

3rd reading:

PASSED: 10/24/2022

/s/ Martin E. O'Donnell

President of Council

POSTED: 10/28/2022

APPROVED: 10/25/2022

ATTEST: /s/ Valerie E. Rosmarin
Clerk of Council

/s/ Gregory J. Zilka
Mayor

CITY OF AVON LAKE
POSITION DESCRIPTION
Assistant Fire Chief – Fire Department

Job Title: Assistant Fire Chief

Department: Avon Lake Fire Department

Immediate Supervisor: Fire Chief

Positions Supervised: Captains, Lieutenants, and Part-time Fire Safety Inspectors

FLSA Status: Exempt

Bargaining Unit: None

Civil Service Status: Classified

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB RESPONSIBILITIES

Under the direction of the Fire Chief, the Assistant Fire Chief is responsible for those activities relating to Emergency Operations; Training; Safety; Fire Prevention and Public Education. The Assistant Fire Chief performs a variety of administrative, managerial, supervisory, and technical work; assists the Fire Chief in planning, organizing, directing, coordinating, and implementing training, fire suppression, technical rescue, emergency medical services, fire prevention and code enforcement, and public education. Maintains department records and evaluations and conducts performance evaluations on subordinates.

The Assistant Fire Chief runs the department in the Fire Chief’s absence. The Assistant Chief is the second in command of the department and has secondary authority in all matters of policy, operations, and discipline. The Assistant Chief responds to all large fires and large-scale emergencies and/or disasters within the City of Avon Lake and assumes command of the incident in the Chief’s absence. The Assistant Chief may respond to all large-scale emergencies and/or disasters in mutual aid communities to monitor the safety of Avon Lake firefighters. The Assistant Chief completes any other tasks as directed by the Fire Chief.

QUALIFICATIONS

- Fire Captain with at least one (1) year in rank.
- Successful completion of Fire Captain general qualifications.

- Fire Officer III within two (2) years of appointment

Initiate coursework towards completion of a Leadership and/or management program within three (3) years of appointment.

GENERAL DUTIES

The following duties are typical for this job classification. The employee may not perform all the listed duties. Any omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Plan, coordinate, supervise, and evaluate fire, rescue, EMS, and fire prevention operations.
- Assists in the preparation and presentation of an annual budget for the department. Works toward efficiency at all levels in the use of personnel and equipment.
- Plans for and reviews specifications for new or replacement equipment. Supports any life-cycle programs for department equipment. Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Responds to alarms and may direct activities at the scene of major emergencies, as required.
- Ensures emergency incident scene command, control, and accountability.
- Assists in the coordination of departmental in-service training activities. May be asked to facilitate trainings on various subjects.
- Prepares and submits reports to the Fire Chief regarding the departments' activities as required, prepares a variety of other reports as appropriate and maintains records.
- Oversight and coordination of the department's safety committee.
- Manages the department's occupational safety and health program and any necessary reporting.
- Serves as a public spokesperson on matters concerning department operations and emergency incidents.
- Attends training classes, conferences and meetings as required to keep abreast of current trends in the field; represents the fire department in a variety of local, county, state, and other meetings.
- Completes Performance evaluations for subordinates.
- Performs other duties as directed by the Fire Chief.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment.
- Knowledge of first aid and resuscitation techniques and their application as demonstrated through State EMT-paramedic certification.
- Knowledge of applicable laws, ordinances, departmental rules, regulations, and standard operating guidelines.
- Skills in the operation and maintenance of tools, equipment, and apparatus.
- Knowledge of City and State fire codes.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.

PHYSICAL AND MENTAL 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 sit; talk or hear; walk; use hands to fingers, handle or operate objects, tools, or controls; and reach with the hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during the day and night. Work is often performed in emergency and stressful situations.

The individual may be exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including but not limited to smoke, noxious odors, fumes, chemicals, solvents, oils, and communicable diseases.

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, risk of electrical shock, and vibration.

Salary range: As determined by Codified Ordinances.

Benefits: As determined by Codified Ordinances.