



## JOB DESCRIPTION

<b>POSITION:</b>	Fire Chief	<b>JOB CODE:</b>	Department Head
<b>DEPARTMENT:</b>	Fire	<b>FLSA EXEMPT:</b>	Yes
<b>REPORTS TO:</b>	Mayor	<b>CIVIL SERVICE:</b>	No
<b>SUBJECT TO RECALL:</b>	Yes	<b>PAY RANGE:</b>	C

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### FUNCTION:

Performs under general direction to manage, lead, supervise, plan and direct all activities of the fire department while exercising discretion and independent judgment. Also functions as the city's director of emergency management and administers the city's emergency operations plan. Also functions as the city's safety director and administers the city's safety plan.

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### SUPERVISES:

Assistant Fire Chief(s), Captain(s), Lieutenant(s), Firefighters

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### EQUIPMENT USED:

Emergency response vehicles, fire apparatus, medical equipment as authorized, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communications equipment

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### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Responds to fire and emergency calls as needed, evaluates situations, and manages emergency incidents using accepted incident management system protocols.
- Recommends appointments, promotions, suspensions, and terminations.
- Initiates disciplinary actions within the department.
- Establishes and maintains adequate fire defense during fires and directs fire fighting efforts.
- Recommends and approves training programs for the department.
- Supervises and participates in maintenance of emergency response and fire fighting vehicles and equipment.
- Investigates causes of fires, and consults with the State Fire Marshal to assist as needed.
- Prepares required reports documenting fires and fire calls including monthly and annual statistical reports.
- Is responsible for the records management system.
- Develops and updates programs for emergency situations and safety procedures.
- Recommends purchases, prepares specifications, and solicits bids for various equipment needs.
- Make recommendations to the Mayor and City Council regarding problems, long range planning, and needs of the department



- Initiates and advises on the development of fire ordinances and regulations.
- Prepares department budget and monitors expenditures.
- Maintains a variety of files on personnel, scheduling, correspondence, training, attendance, and general information.
- Administers inspections, tests and approves all newly installed fire suppression systems for compliance with all applicable codes.
- Assists with enforcement of fire code violations.
- Administers the City's emergency operations plan and functions as Director of Emergency Management.
- Administers the City's Safety program and functions as Director of Safety.
- Ensures department maintains an acceptable fire incident reporting system and submits fire incident data to state and federal agencies.
- Responsible for obtaining and applying for grant funding.
- Speaks to service clubs, civic groups, and schools regarding activities of the department and fire prevention.
- Conducts regular tests or checks of equipment, vehicles, and emergency sirens to ensure proper working order.
- Works with various businesses to advise of fire hazards, to learn of building layouts, and to assist in planning adequate defense for fires and other emergencies.

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#### **ENTRY REQUIREMENTS AND SKILLS:**

- Bachelors Degree in Fire Science, public management or closely related field.
- Possess and maintain an Ohio Firefighter II Certification.
- Possess and maintain a Hazardous Materials - Technician Level Certification.
- Possess and maintain a State of Ohio Emergency Technician - Basic Certification/License.
- Possess and maintain a State of Ohio Fire Training Instructor Certification/License.
- Possess and maintain a State of Ohio Fire Safety Inspector Certification/License.
- Possess and maintain a State of Ohio Underground Storage Tank Inspectors Certification/License.
- Five years increasingly responsible administrative experience in fire fighting activities supplemented by in-service training courses.
- Knowledge of fire administration including organization, staffing, financing, equipment, management, records, and reports.
- Knowledge of modern fire prevention and inspection methods.
- Knowledge of modern fire fighting techniques and problems.
- Knowledge of the laws and regulations relating to control and prevention of fires.
- Ability to inspect the effectiveness of a fire fighting organization and to institute improvements.
- Ability to establish and maintain effective working relationships with subordinates, other officials, and the public.
- Ability to communicate ideas effectively both orally and in writing.



### **REQUIRED SPECIAL QUALIFICATIONS:**

- Shall possess, and maintain, a Valid Class D Operators License issued by the State of Ohio.
  - Shall possess, and maintain, minimum vehicle insurance on their personal vehicle as required by the State of Ohio.
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### **WORKING CONDITIONS:**

#### **Facility and Work Area:**

- Works in office environment.
- City of Bryan Fire Department Response Area and City of Bryan Fire Station(s)

#### **Physical and Environmental Characteristics:**

- Performing firefighting tasks (e.g. hoseline operations, extensive crawling, lifting carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Wearing an SCBA, which includes a demand valve-type positive pressure facepiece or HEPA filter mask, which requires the ability to tolerate increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE including SCBA.
- Climbing 4 or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb or more and carrying equipment/tools weighing an additional 20 to 40 lb.
- Wearing fire protective ensemble that is encapsulating and insulated. Wearing this clothing will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102<sup>0</sup>F.
- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb to safety despite hazardous conditions and low visibility.
- Advancing water-filled hoselines up to 2.5 in. in diameter from fire apparatus to occupancy (approximately 150 ft); can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments (including hot, dark, tightly enclosed spaces), further aggravated by fatigue, flashing lights, sirens, and other distractions.



- Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- In addition to general firefighting duties, firefighters will be required to respond and mitigate Hazardous Materials events, perform Technical Rescues, render first-aid, and support other emergency response departments. These tasks shall require members to wear or utilize specialized PPE that can increase weight, environmental isolation, sensory deprivation, and/or dehydration potential above levels experienced with standard fire suppression PPE.
- Performs any other task assigned by the Mayor.