



Village of Fairport Harbor

Position of Fire Chief

Job type – to part of shift rotation.

The Village of Fairport Harbor (pop. 3109) is seeking qualified candidates for the position of Fire Chief. This position reports directly to the Mayor. Minimum requirements: active full-time firefighter with not less than fifteen years of prior active full time service as a firefighter and holding permanent rank of Captain or higher as of the date of the application.

Desired Skills & Responsibilities: Accept full responsibility for all Fire Department activities and services including activities associated with training/hazmat, all hazards disaster preparation , EMS communications, records, support services and fire safety technical services functions.

- Develop, implement and maintain Fire Department goals, objectives, and policies and achieved.
- Plan, direct and coordinate the Fire Department's work plan through appropriate department staff; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.
- Review and evaluate service delivery methods and procedures; identify and resolve problems and/or issues.
- Oversee the selection, training and evaluation programs for all Fire personnel; provide or coordinate staff training; identify and resolve staff deficiencies; execute discipline and/or termination procedures etc.

Preferred qualifications: Thorough knowledge of budgeting and the ability to write and procure grants.

Salary: (please submit salary requirements)

For a complete job description please go to the Village of Fairport harbors website at www.fairportharbor.gov

Please submit application materials and resume by December 8, 2017 to: Village Administrator 220 Third St.



**Fairport Harbor Village
FIRE CHIEF**

DEFINITION:

Under the administrative direction of the Mayor, the Fire Chief plans, manages, oversees and directs the operations and services of the Fire Department, which may include training/hazmat, all hazards disaster preparation, EMS, communications, records, support services and fire safety technical services functions; coordinates department activities with other Village officials or outside agencies.

DISTINGUISHING CHARACTERISTICS:

The **Fire Chief** is the management level class within the fire safety class series and has responsibility for managing and overseeing all organizational and operational facets of fire protective services. The Chief is responsible for all regulations as put forth in the Ohio Revised Code, the Ohio Fire Code, and Fairport Harbor Village Rules and Regulations pertaining to the Fire Department. The Chief is responsible for the health, welfare and safety of the general public and staff. The Chief shall submit an annual report by the first quarter of the following year to the Village Council. The Chief is the Fire Prevention Officer for Fairport Harbor.

SUPERVISION EXERCISED:

Exercises direct supervision over professional, technical, clerical and volunteer staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accept full responsibility for all Fire Department activities and services including activities associated with training/hazmat, all hazards disaster preparation, EMS communications, records, support services and fire safety technical services functions.
- Develop, implement and maintain Fire Department goals, objectives, policies and priorities for appropriate services areas; ensure that established goals and priorities are achieved.
- Plan, direct and coordinate the Fire Department's work plan through appropriate department staff; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.
- Review and evaluate service delivery methods and systems including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.
- Oversee the selection, training and evaluation programs for all fire personnel; provide or coordinate staff training; identify and resolve staff deficiencies; execute discipline and/or termination procedures.
- Respond to major fire alarms and personally direct fire suppression activities as necessary.
- Oversee the testing of equipment; inspect personnel, equipment and living quarters.
- Direct hazardous and toxic materials control activities.

- The Chief recommends and specifies new equipment, oversees radios, communication medium and equipment placement.
- Present, justify and lead fire programs, operations and activities; negotiate and resolve controversial department issues; recommend new ordinances, laws and regulations related to fire protection; and make recommendations concerning personnel, apparatus and equipment.
- Manage and coordinate the development of the Fire Department's budget; monitor and approve expenditures; advise appropriate department personnel on budget matters; make adjustments to the budget as necessary. Represent the Fire Department to other departments, divisions and organizations; coordinate pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attend and participate in professional and community meetings as necessary; stay current on issues relative to the field of fire protective services and relative service delivery responsibilities; respond to and resolve sensitive and complex community and organizational inquiries and complaints.
- Municipal or township budgeting
- Perform other related duties as required.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near, far and night vision in viewing fire scenes and evidence and may be required to walk on uneven and slippery surfaces and climb ladders. During fire incidents, Incumbents may be required to work outdoors in all weather conditions around excessive noise and moving vehicles. This position may require working around chemicals, blood and other potential hazardous exposures. Incumbents may also be subjected to physical threats, verbal abuse and other stressful situations. Occasional lifting up to twenty-five pounds such as files stack of papers, and reference books.

QUALIFICATIONS

A combination of education, training and experience that has provided the knowledge, skills and abilities necessary for a Fire Chief.

- Fifteen continuous years of increasingly full-time responsible experience in all phases of municipal or township fire suppression, prevention and emergency medical services.
- Five years or more years of permanent assignment as a command officer (i.e. Captain, Lieutenant /shift officer or above)
- Certification from the State of Ohio as FF II, EMT-B, CFSI, Valid Ohio Operator's License and the ability meet the Village's insurance requirements.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- Operations and standard operating procedures of a modern fire prevention, suppression and emergency medical services program.
- Principles and practices of program development and administration.

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- Complex principles and practices of fire management
- Principles and philosophies of contemporary leadership
- Operation, maintenance and uses of firefighting apparatus and equipment.
- Principles and practices of budget administration.
- Methods and techniques of supervision, training and motivation.
- Applicable Federal, State, and local laws, codes and regulations.
- Occupational hazards and standard safety practices.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for basic record preparation and writing.

Ability to:

- Lead, plan, direct and manage fire prevention, suppression, emergency medical and support activities.
- Lead, plan, organize and direct the operations and activities of subordinate staff.
- Lead, Supervise and direct the operations and activities of the Fire Department
- Courteously respond to community issues, concerns and needs
- Analyze a complex issue and develop and implement an appropriate response.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer a Township budget.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Make adjustments to standard operating procedures as is appropriate.
- Apply applicable laws, codes and regulations.
- Establish and maintain effective working relationships.

Skill to:

- Effectively operate fire fighting and life safety equipment and tools.
- Effectively operate a motor vehicle on streets.
- Operate computer and applicable software.