

**HAMILTON TOWNSHIP  
JOB POSITION DESCRIPTION**

Position Title: **Assistant Fire Chief**  
Department: Fire and Rescue  
Immediate Supervisor: Fire Chief  
Pay Rate: \$85,000-\$90,000, DOQ  
Classification: Full Time – Flexible 40 hours per week. Non-Exempt / Non-Bargaining-Unit Member

**JOB DESCRIPTION:**

- To direct, manage and coordinate the programs and activities of multiple divisions and services within the Fire Department; to assist in the overall management of the Fire Department; and to provide highly responsible and complex administrative support to the Fire Chief.
- Serves as first line supervisor of all personnel; directly responsible to the Fire Chief for fire prevention, fire suppression, emergency care and transport of sick and/or injured; fire investigations; training; and administrative duties as assigned by the Fire Chief.
- Maintains records and reports; oversees operations of the fire department as assigned by the Fire Chief.
- Acts as department head/spokesperson in absence of Fire Chief.
- Establishes and maintains effective working relationships with the Township Elected Officials, Department heads, other Township employees, Federal, State, and local government agencies, area businesses, civic and community organizations, and the public.
- Carries out supervisory responsibilities, rewards, and discipline in accordance with the organization's policies and applicable laws. Assists in evaluating employees on an ongoing and annual basis.
- Responds to emergency incidents; participates and assists in supervising all phases of incident management and firefighting activities such as laying hose lines, directing water streams, placing ladders, ventilating buildings, rescuing persons and cleaning up premises after fire has been extinguished or incident controlled;
- Acts as incident commander until properly relieved by a superior officer;
- Will be required to respond to fires and emergencies from home or while off duty when necessary.
- Supervises and performs extrication duties utilizing hydraulic jacks, cutting torches, air hammers, and other emergency equipment;
- Answers emergency calls in an ambulance/medic unit or fire apparatus and administers to victims appropriate emergency medical care consistent with training and approved medical protocols;

Generally the duties are performed in a flexible Monday through Friday, 8:00 a.m. to 4:30 p.m. schedule, as approved by the Fire Chief. However, the incumbent must be able to work flexible and varied hours and will attend meetings outside of normal working hours and respond to emergencies as required.

## **QUALIFICATIONS AND REQUIREMENTS:**

The Fire & EMS Assistant Chief must meet the following qualifications and requirements at time of appointment and throughout employment in that position.

### **Knowledge Critical to Success:**

- Knowledge of principles and practices of firefighting, fire hydraulics, the Township's water system, building construction, and the incident command system;
- Knowledge of and demonstrate the use of various apparatus and equipment used by the department;
- Knowledge of contemporary EMS methods and practices;
- Knowledge of department policies, rules and regulations, Orders, SOP's, and other written standards;
- Knowledge of principles and practices of instructing and training Firefighters and other department personnel;

### **Skills Needed:**

- Anticipates problems and utilizes alternative solutions if necessary;
- Analyzes problems and adopts quick, effective, and reasonable solutions;
- Leads workers effectively and promotes harmony and cooperation with other employees;
- Efficient uses of major resources such as staff, money, equipment, apparatus, and technology;
- Uses influence and power constructively and appropriately;
- Accepts responsibility for activities of subordinates;
- Is open to constructive criticism;
- Creates an atmosphere that encourages other to participate in problem solving, creative thinking, and strategic planning;
- Creates an atmosphere where different perspectives, opinions, and positions are welcomed, encouraged, and fully explored;
- Accepts and obeys authority;

### **Abilities Critical to Success:**

Independently has ability to interpret and implement established guidelines while meeting and resolving emergencies without direct supervision;

- Ability to react quickly and calmly in emergencies;
- Ability to ascertain and react independently to a specific type of fire or related emergency, the particular protection system in a building, and any other circumstance;
- Ability to effectively lead others, maintain discipline, accept lines of authority, promote harmony and work cooperatively with officers, Township employees and the public;
- Ability to meet such specific experience, physical, and other requirements as may be established by competent authority;
- Ability to enter data or information into terminal, PC or other keyboard device such as the RMS or MDT;
- Ability to clearly communicate verbally and through written documents with clear, accurate and organized thoughts using proper sentence construction, punctuation and grammar;
- Ability to effectively supervise the use of fire apparatus and equipment through training programs;

### **Licenses and Certifications Required:**

- Must be a current Ohio Certified Paramedic;
- Must be a current Ohio Certified Firefighter 2;
- Must have NIMS 100, 200, 300, 400 and 700;

- Must have Ohio Fire and/or EMS Instructor and Fire Safety Inspector's
- Fire Officer 3 certification or equivalent education/experience as determined by the Fire Chief;
- Ohio driver's license – must remain valid during employment, without record, no felony convictions or disqualifying criminal histories within the past seven (7) years;

**Minimum Education and Experience:**

- Must have 10 years fire/EMS experience with minimum 5 years as shift commander/chief officer preferred.
- Minimum Associate's Degree in Fire Science Technology or related is required; Bachelor's degree preferred; Candidates who do not have a Bachelor's degree at the time of hiring will be required to complete one during a designated time period and/or complete the Ohio Fire Executive program (OFE) in order to receive pay increases. Candidates with an advanced degree, Ohio Fire Executive (OFE) and or Executive Fire Officer (EFO) at the time of hiring will receive additional points during the assessment phase of the hiring process.
- Is responsible for staying current with new fire and EMS standards and procedures through training seminars, reading, peer networking, and participation in professional organizations;

**Physical and Mental Qualifications:**

- Submit to and pass an OP&FPF (or equivalent) physical and subsequent yearly physicals.
- Normal sight (corrected or uncorrected);
- Normal audio/hearing (corrected or uncorrected);
- Must be able to walk and run over uneven ground, and be able to lift, carry, and pull materials of varying types and weights, which are entrapping victims;
- Must be able to speak clearly and audibly into a radio microphone in order to call for back-up in emergency situations and must be able to speak clearly and audibly to others with whom he/she is working;
- Report clearly, legibly, verbally, and professionally;
- Mentally, must be able to understand, interpret, and apply principles of suppression and emergency procedure in a variety of situations;
- Must be able to comprehend, remember, and apply concepts involved;
- Must be psychologically stable because Fire & EMS Department personnel are frequently required to perform in emergency, sometimes volatile, situations involving persons who are distraught, hostile, or violent.

**Examples of Physical Requirements of Job:**

- Physical mobility within the office environment as well as fire, rescue, and emergency medical situations and incidences;
- Participation in daily physical fitness program with shift personnel
- Frequent confinement to a sitting position;
- Very strenuous activity;
- Getting into and out of vehicles quickly and repeatedly;
- Medium to heavy lifting range;
- Major hazards and danger encountered in the work include climbing at considerable heights, subjection to smoke inhalation and related situations at a fire or EMS incident;
- Wearing SCBA and/or other respiratory protection devices
- Performing strenuous work, often under hazardous conditions, in potentially IDLH atmospheres;
- Working in confined spaces such as attic crawl spaces;
- Meet physical demands of the job, which are in the medium range.

- Varied and unpredictable physical movement;

**Disclaimer**

This Job description is only a summary and not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

**Search**

Hamilton Township is accepting resume's through September 30, 2020 as part of an initial search of qualified applicants.

Hamilton Township will invite a select number of applicants to participate in a hiring process, which may include an assessment center, internal and external panel interviews as well as an interview with the Board of Trustees.