

**JOB DESCRIPTION FOR THE
FIRE CHIEF OF THE
WESTERN RESERVE JOINT FIRE DISTRICT**

I. General Job Description

This is a supervisory and administrative position responsible for all activities of the Fire Department. The fire chief shall, as prescribed by the Ohio Revised Code and as directed by the Fire District Board of Trustees, plan, organize, and direct all segments of the Fire Department to include fire suppression, prevention, investigation, as well as other related services established as Fire District or department responsibility.

This position shall be part-time, fifteen (15) to twenty (20) hours per week, and the fire chief's compensation shall be determined by the Board of Trustees based upon the Chief's years of service, training, experience, and education.

II. Primary Work Site

The office of the fire chief shall be located at Station 91, 111 South Main Street, Poland, Ohio 44514.

III. Statutory Job Duties

As directed by the Ohio Revised Code, the Ohio Administrative Code, and the Ohio Fire Code, the chief of the Fire Department shall directly or through the use of a certified fire safety inspector or other designee:

- A. Enforce the provisions of the Ohio Fire Code.
- B. Investigate every fire explosion occurring within the jurisdiction that is of a suspicious nature or which involves the loss of life or serious injury or causes destruction or damage to property.
- C. Report the findings of all fire investigations on designated forms to the State Fire Marshal.
- D. Take charge at the scene of a fire or other emergency involving the protection of life and/or property.
- E. Enforce all provisions of the Ohio Basic Building Code relating to fire protection.

IV. General Job Duties.

- A. The fire chief is responsible to the Board of Trustees and will administer the department under the direction and control of the Board of Trustees. He shall make written and verbal reports to the Board as directed. He should keep the Board informed of incidents or developments that may effect the public or official relations.
- B. The fire chief is responsible for all operations of the Fire Department.
- C. The fire chief plans, organizes, and directs all fire suppression, fire prevention, fire investigation, and related services.
- D. The fire chief shall keep accurate records of all responses of the fire department, including fire, explosion, emergency medical, hazardous materials, community service calls.
- E. The fire chief will plan, organize, assign and direct departmental operations with respect to equipment, apparatus, and personnel. He will provide for discipline of personnel. He shall also maintain records on personnel and other information for the good of the department.
- F. The fire chief is responsible for the training of all members of the department. This includes the preliminary training of members upon their appointment to the department, and the continued training of all members of the department, to improve their ability to serve the public more efficiently and to keep them abreast of new developments in the fire service.
- G. The fire chief will manage the budget as set forth by the trustees to include payroll records, recommendations for the purchase of apparatus and equipment, the provision of maintenance and repairs of vehicles, buildings and equipment, and the purchase of daily supplies.
- H. The fire chief will meet with the Fire District Board of Trustees on major policies. He shall also hold regular conferences with fire department officers to exchange information and ideas. He will meet with representatives of neighboring fire departments and other related agencies, and will develop a rapport so as to promote cooperation during times of large-scale emergencies.
- I. The chief shall conduct periodic meetings of Fire Department staff/personnel to discuss and resolve current problems, establish policy, and disseminate information.
- J. The fire chief shall insure prompt reporting to Poland Township and/or Poland Village agencies of any important matter falling within their jurisdiction.

K. The fire chief shall carry out other duties and responsibilities required by state law as directed by the Board of Trustees.

V. Minimum Qualifications/Preferred Knowledge, Skills, and Abilities

A. The fire chief shall have a high school diploma.

B. The fire chief should have the required certification of training as required by R.C. Section 3303.07 or 4765.55 or shall obtain the certification within one year.

C. The fire chief shall have a minimum of ten years of fire service experience, including training, experience, knowledge, or education in all phases of fire fighting (including command at emergency situations, fire prevention and education, code enforcement, and fire investigation).

D. The fire chief should have the ability to meet or exceed the requirements of National Fire Protection Association Standard 1541 (Level 4).

E. The fire chief should have extensive knowledge, training, education, or experience in management, human relations, financial management, and agency or department management.

F. The fire chief should have knowledge of:

1. Principals and practices of modern fire fighting.
2. Fire department policies, rules and regulations.
3. The geography of the District.
4. Building and fire codes.
5. Water systems.

G. The fire chief shall have knowledge of:

1. The National Fire Prevention Code, including NFPA 1500 and 1561.
2. The Ohio Fire Code.
3. The applicable Ohio Administrative Code sections relating to the fire service.

- H. The fire chief shall have familiarity with all fire apparatus, tools and equipment that the fire department uses to accomplish the activities necessary to fight fires, save lives, and protect property.
- I. The fire chief shall have the ability to carry out programs, motivate personnel, express ideas clearly, and establish working relationships with officials, civic groups, associated agencies, and the general public.
- J. The fire chief shall have the ability to stay current on ideas, trends, and developments related to all segments of the fire service.