

TURTLECREEK TOWNSHIP

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POSITION DESCRIPTION

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Dept./Div.:	Fire and EMS Department	Employee Name:	
	Position Title:	Assistant Fire and EMS Chief	
Reports To:	Fire and EMS Chief	Employment Status:	Full-time
Normal Hours:	Varies by demand	FLSA Status:	Exempt (salary)

JOB RESPONSIBILITIES:

Under general direction, assists the Fire & EMS Chief in the overall direction of the Fire and EMS Department, including the management, planning, organizing, and overseeing of all fire suppression, prevention, investigation, emergency medical services, and administrative support and personnel functions of the Department to ensure the effective and efficient delivery of such services to the Township. The position may perform the duties of other employees, as needed, and responds to major emergencies and may assume command.

QUALIFICATIONS: Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education (high school, GED, or equivalent); fifteen (15) years' experience in the EMS/fire service; advanced knowledge and experience in administration, management, supervision, employee relations, and/or personnel administration.

Bachelor's degree in Fire and EMS or related field is required.

An associate degree in Fire and EMS related topic along with graduate of the Ohio Fire Executive (OFE) program may also apply, however completion of a bachelor's degree is a condition of employment and must be completed within the first 24-months of employment with the township.

Masters in Fire Administration, Public Administration, or related field preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a State of Ohio driver's license and remain insurable under the Township's vehicle insurance policy; certified Firefighter Level II by the State of Ohio; certified EMT (Paramedic preferred) by the State of Ohio; certified Instructor by the State of Ohio; certified Fire Safety Inspector by the State of Ohio; and NIMS 100, 200, 300, 400, 700, 800.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in an area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85 lbs exposed to possible injury from radiation, hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions,

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electrical shock; exposed to possible injury from explosions and/or falling from high places; uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; works second or third shift; works rotating shift; has exposure to shaking objects or surfaces; has exposure to second-hand smoke; occasionally lifts objects 50 lbs or less; occasionally carries objects 50 lbs or less; occasionally pushes objects 50 lbs or less; occasionally pulls objects 50 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Assists the Fire Chief in planning and directing the activities of the Fire and EMS Division; oversees firefighting activities and personnel as the second officer in the line of command.
2. Supervises Fire and EMS Department personnel; plans, schedules, and assigns work; trains and evaluates employee work performance; interviews job applicants and recommends their hire; receives and adjusts employee grievances within policy guidelines; approves leave requests according to established policy; recommends commendation and discipline as necessary; maintains and updates personnel records.
3. Assists with the management and administration of the Fire and EMS Department by conducting research, assisting with the preparation of the annual budget, assists with the development of policies and procedures and other such administrative tasks.
4. Supervises production and recording of purchase orders; receives accounts and receipts from vendors; maintains records of balances in Fire Department's Township accounts; issues equipment and clothing to department members and keeps written records of same; prepares financial reports as directed by Chief; performs personnel training.
5. Prepares and maintains computerized and written reports of fire and rescue responses, inventory records for assigned area, monthly reports, daily log of all shift activity, records of pump tests, operational checks of equipment and preventative maintenance performed, fire and emergency incident reports, etc.; researches budgetary items to justify the need for such items using qualitative and quantitative data; uses computers and computer systems (including hardware and software) to access information, prepare documents, enter data, and/or process information.
6. Conducts tours of station and provides demonstrations of equipment and apparatus. Assists with providing fire prevention and safety programs. Performs maintenance of department buildings, grounds, apparatus, and equipment.
7. Performs firefighting/EMS duties, as necessary.
8. Responds to emergency situations and assumes command responsibility of the scene when necessary.

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9. Assumes responsibility of the department during absences of the Chief. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Maintains required licensure and certification. Demonstrates regular and predictable attendance.
10. Assists with the implementation of the April 2024 Fire/EMS Organizational Assessment for Turtlecreek Township fire and EMS.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs any other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: budgeting; inventory control; purchasing; interviewing; Fire and EMS Department rules and regulations; public safety radio dispatching procedures; two-way radio operations; structural design principles; fire zoning/building code; fire inspection techniques; fire suppression and prevention techniques; fire/emergency rescue techniques; fire investigation and arson detection techniques; fire prevention laws, codes, rules, and regulations; tools and equipment utilized in firefighting operations; government structure and process; safety practices and procedures; fire certification/licensure requirements; government grant programs; department goals and objectives;* department policies and procedures;* emergency medical care procedures; first aid practices; cardiopulmonary resuscitation; medical terminology; proper lifting techniques; investigation techniques; disaster management; public relations; media relations; community resources and services; office practices and procedures; fire science; labor relations; employee training and development; personnel administration; workplace safety; supervisory principles and practices; manpower planning; office management; public administration; business administration; project management; local geographical area.

Skill in: computer operation; use of modern office equipment; motor vehicle operation; use or operation of medical equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; select most qualified applicant according to specifications for referral; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and

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maintain effective working relationships; lift, position, and move individuals according to established procedures; maintain fitness standards.

EQUIPMENT OPERATED:

Personal computer, printer, copy machine, fax machine, and other standard business office equipment (includes software); department vehicles (e.g., fire trucks, pumper, etc.), ground ladders, generators, firefighting tools.

and equipment, emergency medical services instruments and equipment, rescue tools and equipment, HAZMAT equipment, power tools, self-contained breathing apparatus (SCBA), etc.

POSITIONS SUPERVISED:

All Fire and EMS Department Firefighter, EMT and Paramedic employees.

ADDITIONAL/CERTIFICATION/OSHA REQUIREMENTS:

Annual HIPAA Training
Annual Blood Borne Pathogen Training
Maintain current CPR Certification
Blue Card Certification

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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