

## Classification

**Position:** Fire Chief

**Starting Salary:** \$56,688.03 - \$84,009.38

**Hours:** Full time

**Benefits:** Sick leave, personal leave, vacation leave, holiday pay, and comprehensive health insurance

### Nature of Work:

The Fire Chief is responsible for the administration of all functions of the department, either directly or indirectly through subordinate personnel. This will include but not limited to activities and review of said activities performed by full time, part time, and volunteers of the Delphos Fire/Rescue and EMS.

The Fire Chief will make administrative and operational decisions pertaining to firefighting and fire prevention standards, as well as training within the limitations and laws and regulations and established policies. Work is performed under the general direction of the Safety Service Director; however, the employee works independently in supervision of all technical operations and accomplishing desired work results. Work is reviewed through submission of reports through Safety Service Direction appraiser of the effectiveness of the departments.

### Typical Tasks:

- The Fire Chief will act as the backup emergency personnel during his/her normal work schedule.
- The Fire Chief may be called upon to be the Assistant Zoning and Building Inspector.
- Plans, organizes, staffs, and directs department operations with respect to equipment, apparatus and personnel; provides for the training and discipline of personnel.
- Enforces the fire prevention laws, including safety regulations for public assemblies; the handling and storage of combustible materials, and the use of inflammable liquids and explosives.
- Develops a long-range fire prevention and suppression program. Prepares yearly budget requests based on the needs to maintain and improve the fire department and EMS. To afford approval of budget request by presenting same to the Safety/Service Director, to defend same at finance meetings and city council meetings and to administer the department in accordance with such fiscal approval.

- Directs the preparation and analysis of fire records and reports to secure efficient operations, to meet service demands and to comply with authorized request for information regarding activities and personnel of the Fire Department and EMS.
- Directs the operation and maintenance of fire alarm and reporting systems and equipment as well as maintenance of fire apparatus.
- Responds to fire alarms and personally directs firefighting activities through subordinate officers.
- With prior approval from the Safety Service Director, attends meetings, arson conferences, fire conventions, and other educational meetings to keep abreast of modern firefighting methods and administration.
- Addresses civic and other groups regarding the activities and programs of the fire department and/or promote public understanding of its work and service.
- The Fire Chief, with approval of the Safety/Service Director, screens and approves all personnel for membership on the Volunteer Fire Department and Emergency Medical Services.
- The Fire Chief will be responsible for recruiting Emergency Medical Technicians, part time firefighters, and volunteer staff.
- Performs related work as required.

### Normal Employment Standards:

- Graduation from high school or General Education Development equivalency or equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Eight (8) years of full-time firefighting experience which includes two (2) years of experience as a Platoon Chief (or equivalent), or 12 years of full-time firefighting experience.

### Required Knowledges, Abilities, and Skills

- Extensive knowledge in structural capacities and building codes.
- Thorough knowledge of the City's Zoning Codes.
- Extensive knowledge of Fire Department rules and regulations, geography of the City, Townships covered by fire contract and location of streets, township roads, principal buildings, fire hydrants, and areas covered by mutual aid contracts.
- Extensive knowledge of fire hazards and fire prevention techniques.
- Extensive knowledge of emergency medical operations and practices.
- Extensive knowledge of principles, practices, procedures, and equipment used in modern firefighting and in the protection of life and property from fire.
- Extensive knowledge of the uses and limitations of the various types of apparatus and equipment used by the fire department and of the operational and maintenance requirements.

- Extensive knowledge of effective methods of planning, training, assigning, and directing personnel and equipment for the most efficient use in small as well as large or complex dangerous fires.
- Thorough knowledge of recent developments, current literature and sources of information in municipal fire administration.
- Ability to plan, install and carry out programs of fire administration, personal training, and fire prevention.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with civic and official groups and the general public as well as to supervise command and hold respect of subordinates.

### Special Requirements

- Must possess a valid motor vehicle operator's license issued by the Ohio Bureau of Motor Vehicles.
- Certification by the Trades and Industrial Fire Training Program of the State of Ohio.
- Must hold a current and maintain state certification as an Emergency Medical Technician – Basic or higher. The Fire Chief must be willing to attain and maintain the Paramedic certification when deemed necessary – Paramedic certification is a condition of employment.

Resumes must be emailed to [civilservice@cityofdelphos.com](mailto:civilservice@cityofdelphos.com) by midnight on July 17, 2024.