

**Goshen Township  
Job Description  
For  
Fire & EMS Deputy Chief**

<b>Hiring Range:</b>	<b>\$70,000 – \$80,000</b>	<b>Classification:</b>	<b>Unclassified</b>
<b>Reports To:</b>	<b>Fire Chief or designee</b>	<b>FLSA:</b>	<b>Exempt</b>
<b>Posted:</b>		<b>Department:</b>	<b>Fire &amp; EMS</b>
<b>Working Hours:</b>	<b>40-Hours/Week/As Assigned</b>	<b>Status:</b>	<b>Full-Time</b>

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This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces.

***Fire & EMS Deputy Chief Job Purpose:***

Assists the Fire & EMS Chief in commanding and supervising fire and EMS personnel in all aspects of fire and EMS activities and in the administration of the Fire and EMS department, for the purpose of assuring the safe and efficient operation of the Goshen Township Fire & EMS Department.

***JOB DUTIES:***

The Fire & EMS Deputy Chief must perform the following job duties and such other assignments given by the Fire & EMS Chief or the Board of Trustees of Goshen Township. The standard work week for the Fire & EMS Deputy Chief will be 40 hours, as assigned by the Fire & EMS Chief.

***Personnel:***

- Assigns work to subordinates; directs work activities, adjusts grievances and evaluates performance of subordinates.
- Assists in supervising or directly supervises the cleaning and maintenance of quarters, equipment and apparatus at a fire station or assigned work location;
- Ensures proper maintenance of fire stations, apparatus, and equipment;
- Resolves problems and complaints from internal and external sources with efficient, competent, and courteous service;
- Creates opportunities for employees to improve their performance and skills by assigning a variety of tasks and projects.
- Establishes and maintains performance and behavioral objective with the involvement of employees;
- Coaches and conducts periodic, timely reviews of employees to encourage appropriate behaviors and support career development;
- Ensures employee potential is maximized through rewards, employee performance appraisal, and positive discipline;

***Training:***

- Plans, develops, and conducts on-going training of firefighters, EMT's and Paramedics;
- Participates in and conducts training classes in firefighting/EMS methods, techniques and related activities;
- Assures an effective flow of information to and from appropriate personnel regarding changes in regulations, procedures, and policy;
- Participates in and directs a variety of in-service, general and specialized training courses and drills.

***Discipline:***

- Demonstrates and teaches departmental vision and values through personal behavior and coaching of employees;

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- Coaches subordinates in appropriate behaviors and utilizes appropriate disciplinary measures;
- Participates in the discipline process of subordinates.

***Firefighting and EMS Responsibilities:***

- 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;
- As a member of a Fire & EMS Department or rescue crew responds to all fire alarms, accidents or emergencies;
- 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;

***Administration:***

- Assists in the compilation and maintenance of Fire & EMS Department records and journals.
- Follows all directives given by the Fire Chief or his/her designee;
- May be appointed to serve as the "Acting Fire and EMS Chief" during any absence of the chief or when the chief is out of town;
- Enforces fire prevention ordinances and regulations, first-hand and through subordinates;
- Assists in the inspection of business establishments, churches, schools, residences and other buildings for fires and safety hazards;
- Aids in the investigation of fires;
- Assists in educating the public regarding fire and life safety measures;
- Inspects assigned district to assure thorough knowledge of all streets, alleys, and buildings;
- Prepares and maintains a variety of reports, logs, evaluations and schedules;
- Performs related work as required and assigned by the Chief of Fire and EMS;
- May work under the supervision of an officer of high rank, and in accordance with Fire & EMS Department standards and rules;
- Assist with the planning, creation, and implementation of strategic policy.

***QUALIFICATIONS AND REQUIREMENTS:***

The Fire & EMS Deputy 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;
- Maintains current knowledge of above and below ground water systems;

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***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 Goshen Fire & EMS Department 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;
- A high degree of skill in interpersonal relations because Goshen Township Fire and EMS personnel have a great deal of public contact
- Interacts cooperatively within the Fire & EMS Department;
- 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
- Must obtain and maintain driver/engineer status on all Goshen Township Fire and EMS vehicles within one (1) year.
- Blue Card Command certification must be obtained within 6 months of appointment;
- 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;

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***Minimum Education and Experience:***

- Must have 15 years fire/EMS service experience with at least five years full-time as a company officer, shift commander/chief officer experience preferred;
- Associate's Degree in Fire Science Technology or related is strongly required as a minimum; 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 in order to receive pay increases. Candidates with an advanced degree, Ohio Fire Officer (OFE) and or Executive Fire Officer (EFO) 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 annual physical in accordance with the requirements of NFPA 1582
- 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 of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job.