Jerome Township Division of Fire

Fire Chief Job Description
11/10/26

Purpose

To establish a basic job description for the Fire Chief for the Division of Fire, minimum job requirements, minimum training requirements, and to establish the essential duties of a Fire Chief.

Scope

Within the structure of the Jerome Township the Fire Chief oversees all operational, administrative and community safety functions of the Fire Division.

The Fire Chief is in a key leadership position that requires sound judgement, professionalism, integrity, and exceptional leadership skills. The Fire Chief of the Jerome Township Division of Fire is a key decision maker to ensure the safety of the Jerome and Millcreek Township residents.

In this essential role, the Fire Chief is responsible for public funds. The Fire Chief shall conduct themselves in a professional manner to maintain fiscal responsibility and to not lose the public's trust.

The Fire Chief is responsible for the protection of life and property by planning, coordinating, implementing, carrying out, directing, delegating, supervising, and evaluating the firefighting, rescue, emergency medical care, hazardous materials and fire prevention duties conducted by Fire Division firefighter/paramedics using Fire Division equipment, apparatus, and facilities.

Work will involve supervisory and management functions requiring the exercise of independent judgement to carry out the mission, vision, goals, objectives, policies, and practices of the Fire Division and the Township to operate and direct a 24-hour, around-the-clock operation.

The Fire Chief works under the supervision of the Jerome Township Board of Trustees and regularly communicates operations and employee matters with the Township Administrator.

The Township Trustees rely on the Fire Chief to support the Fire Division, the Township, the residents, and all policies, procedures, and directives set forth for the efficient and effective operation of the Fire Division. The Fire Chief manages, supervises, evaluates and leads the Battalion Chiefs (direct reports), Division Lieutenants, firefighters/paramedics and any Division clerical staff.

The Fire Chief is expected to maintain a state of readiness, mentally and physically, to respond to various emergencies during assigned shifts and to perform assigned duties. At times, the Fire Chief may be required to attend after-hours meetings and to respond to after-hours emergencies. The Fire Chief shall ensure their personnel always maintain a state of readiness.

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The Fire Chief's position is a highly visible position within the community. The Fire Chief shall maintain a level of professionalism at all times and never conduct themselves to dishonor the Township, themselves, or the Fire Division.

Minimum Position Requirements

- Possession of a valid State of Ohio Driver's License and maintain throughout employment
- Must be a citizen of the United States
- Must be at least 18 years of age
- Completion of State of Ohio training as a Firefighter Level 1 and 2
  - o Must be maintained throughout employment
- Fire Officer Level 1,2 required
  - o Fire Officer Level 3 & 4 preferred or within 1 year of appointment
- Certified State of Ohio Emergency Medical Technician Paramedic (EMT-P)
  - o Must be maintained throughout employment
- Certified in Hazardous Materials Technician Training
- Completion of National Incident Management System (NIMS) training for levels 100/200/300/400/700/800
- Completion of Blue Card Incident Management Training
  - o Within 1 year of appointment
  - o Must be maintained throughout employment
- Pass an annual physical
- State of Ohio Fire Safety Inspector certification
- State of Ohio Fire or EMS Instructor certification
- Minimum of an Associate's degree in a field related to the Fire Service, EMS, Leadership, Hazardous Materials, Safety, and/or Management (Bachelor's degree preferred)
  or a minimum of five (5) years of experience or combination of training and experience that indicate possession of managerial skill, knowledge and abilities
- Minimum of fifteen (15) years of fire service
- Completion of National Fire Academy Executive Fire Officer training or the Ohio Fire Chiefs Executive Fire Officer training is preferred
  - o Completion of either one within 3 years of appointment
- Completed a minimum of two (2) Incident Management classes through United States Fire Administration (USFA) or Federal Emergency Management Agency (FEMA) preferred



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KNOWLEDGE OF:

- Principles, practices, methods and techniques of modern fire prevention
- Operation, maintenance and uses of firefighting/emergency rescue apparatus and equipment
- Federal, state and local laws, codes and regulations including the Ohio Fire Code
- Principles and practices of program development and administration
- Organizing, planning and scheduling practices
- Budget development and administration
- Department policies, goals, objectives and procedures o Incident command theory
- Comprehensive fire prevention and suppression programs
- Fighting fires using appropriate extinguishing agents, equipment, and tactics
- Emergency rescue and first aid procedures
- Local geography including location of roadways, water mains and hydrants and any major fire hazards of the Township
- Staffing requirements o Interviewing techniques o Employee training, development, supervision and performance evaluation methods
- Employment reporting requirements

SKILLS AND ABILITIES TO:

- Provide administrative and professional leadership and direction for the Fire Division
- Lead by example in a fair, honest, and flexible manner using common sense
- Manage the daily operations at all fire stations
- Plan and implement programs
- Operate all Fire Division equipment to include but not limited to fire hose, nozzles, SCBA, pumps, extinguishers, AEDs, suction units, gas monitoring equipment, technical rescue equipment, ladders, forcible entry tools, ventilation tools, etc.
- Organize, direct and coordinate the work of management, supervisory, professional and technical personnel
- Delegate authority and responsibility
- Follow and enforce established Township and Fire Division policies, procedures, orders and directions
- Maintain the safety of assigned personnel, Fire Division and Township assets, and the Public's property
- Respond to, take command of, and manage various types of emergencies to include, but not limited to fires, emergency medical calls, hazardous material responses, and technical rescues

- Provide emergency medical care to the sick and injured
- Direct and implement Community Risk Reduction practices within the response area
- Direct and participate in fire investigations
- Work effectively in a diverse environment with fellow firefighters from various backgrounds, beliefs, races, ages, genders, and ethnicities
- Conduct interviews and evaluate applicants
- Select and supervise Fire Division staff
- Evaluate staff work against performance standards
- Develop and manage training and professional development programs
- Resolve complaints and administer discipline as needed
- Identify and respond to community, Township Administrator, and Board of Trustees issues, concerns and needs
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire suppression and prevention services.
- Plan, direct and review fire suppression, fire and life safety code compliance, emergency medical service, and hazardous materials emergencies operations and activities.
- Properly interpret and make decisions in accordance with laws, fire codes, regulations and policies.
- Survey a scene to conduct and apply a risk analysis to determine the best course of action to mitigate the incident
- Make technical and emergency decisions quickly and calmly under emergency conditions
- Prepare and administer annual budgets and allocate limited resources in a cost-effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze, and evaluate new service delivery methods, procedures and techniques
- Prepare clear and concise financial and administrative reports
- Communicate clearly and concisely, both orally and in writing
- Operate and use basic software such as Outlook and Microsoft Office 365 to provide emails, calendar updates, documents, slides and spreadsheets.
- Define problems, collect data, establish facts and draw valid conclusions
- Resolve complex problems involving several variables
- Recognize dangerous situations and act appropriately
- Operate effectively as a member of a team and at times using independent yet sound judgement as the situation dictates
- Drive fire vehicles, climb ladders and operate equipment in a safe and responsible manner
- Operate emergency medical equipment o Interpret plans, blueprints and specifications
- Respond to inquiries from the public and officials in accordance with the Communications Policy
- Provide concise written reports

- Communicate via telephone and 2-way radio to relay observations, request equipment, or provide relevant information clearly and succinctly
- Hear the telephone and talk on the phone at a normal conversational level
- Resolve complaints from the public and present a positive image to the public
- Carry supplies and/or files weighing up to 25 pounds for a distance of up to 50 feet
- Carry persons, materials or equipment exceeding 50 pounds and work at heights in excess of 100 feet as needed during an emergency response
- Must not have a fear of heights or using ground or aerial ladders
- Wear all assigned personal protective equipment and self-contained breathing apparatus
- Maintain assigned personal protective equipment and uniforms
- Sit and remain focused on a standard computer monitor for long periods of time
- Endure large levels of stress brought on by an office environment with deadlines, multi-tasks, and the potential for irate and difficult customers and ask for help when needed
- Multitask when needed to resolve complex problems
- Maintain a proper level of wellness and fitness to perform all aspects of the job

ESSENTIAL DUTIES:

Administration

- As a Division head, it is expected that the Fire Chief will regularly communicate with the Township Administrator on operations and employee matters. In addition, the Fire Chief is expected to attend regular Board of Trustees meetings to provide the Board updates
- Analyze data and develop recommendations for the budget, staff, equipment, facilities, and programs; prepares reports and makes presentations to explain and justify proposals
- Develop and present an annual report to the Board of Trustees, and the residents
- Develop and present a 3-year Strategic Mission and Visions plan to the Township Trustees
- Manage resources to accomplish strategic goals
- Complete incident reports, daily logs, time sheets, training records, and other reports in an acceptable manner
- Provide timely updates and reports to the Public Information Officer and the Township Trustees liaison for emergency responses
- Provide a monthly report to document total emergency responses with comparisons to the previous year, as well as key activities and events



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Policies and Procedures

- Establish Fire Division policies, procedures, work rules and performance standards
- Follow and enforce established Township and Fire Division policies, procedures, orders and directions
- Direct and participate in planning of emergency response, fire prevention, code enforcement, administrative, disaster planning response and recovery, hazardous materials programs, and other departmental activities or procedures
- Perform or coordinate fire safety inspections for buildings within the response area
- Prepare plans for the short and long-range goals and objectives of the Fire Division
- Maintain confidential information
- Investigate complaints concerning fire hazards and department operations
- Keep Township Trustees apprised of any accidents, injuries, disciplinary actions, safety issues or other concerns in a timely manner
- Develop solutions for problems to ensure compliance with departmental policies and regulations

Budgets and Equipment Assets
Supervision

- Manage, supervise, evaluate and lead the Battalion Chiefs (direct reports), Division Lieutenants, firefighters/paramedics and any Division clerical staff
- Conduct performance evaluations on assigned staff
- Resolve staff complaints and inform the Township Administrator if a Grievance is filed.
- Administer discipline as needed and inform the Township Administrator in a timely manner,
- Oversee interviews, evaluations and selection of applicants
- Develop policy and procedures to manage training and professional development programs for Fire Division Staff including any approval process for out of state training
- Participate in training activities as a team member
- Refer personnel for professional help as needed to maintain sound physical and mental health Provide for the growth of the Fire Division personnel through training, education, and mentoring.
- Provide career goals and mentoring to ensure personnel are meeting the Mission and Vision of the Fire Division



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Fire Prevention, Control and EMS Response

- Respond to, take command of, and manage various types of emergencies to include, but not limited to fires, emergency medical calls, hazardous material responses, and technical rescues
- Respond to after-hours emergencies as needed
- Can speak clearly and distinctly, to hear and be heard, understand directions, and effectively communicate with citizens and fellow division members while operating in areas of extreme noise and distractions
- Conduct Fire and EMS response investigations
- Direct and perform salvage and overhaul operations to preserve evidence and reduce damage to personal property
- Coordinate with Union County Emergency Management Agency for disaster events
- Provide mutual aid to area Fire Departments as needed
- Maintain current certifications and pursue additional certifications, when feasible

Community Relations

- Perform fire safety presentations and training sessions for the public
- Establish and maintain effective working relationships with those contacted in the course of work including Township Trustees, Township Administrator, Fiscal Officer, and other government officials, community groups, the general public, and media representatives
- Provide information to the public and the news media regarding department operations, programs, policies, and procedures; and represent the department at interdepartmental, interagency, and community meetings in coordination with the Public Information Officer and in compliance with the Township Communications Policy
- Practice kind, caring and compassionate behavior with patients, the public, and fellow division and township staff
- Respond to community inquiries and concerns in a timely manner
- Coordinate public responses with the Public Information Officer as needed
- Maintain public records as per Township policies
- Communicate critical information in a timely manner with the Township Administrator who serves as the Public Information Officer
- Maintain Fire Division social media communications including but not limited to Facebook postings
- Respond to community concerns, prepare correspondence and maintain public records
- Coordinate website notifications with the Township Administrator
- Identify and respond to community and Township Trustees issues, concerns and needs

- Direct and implement Community Risk Reduction practices within the response area
- Maintain personal hygiene and appearance to uphold the professional standards of the Jerome Township Division of Fire
- Maintain a level of professionalism at all times and never conduct themselves to dishonor the Township, themselves, or the Fire Division

Additional Assignments

- Attend after-hours meetings or committee meetings as requested by Township Trustees
- Maintain and increase knowledge, abilities and skills through attendance at professional conferences, training seminars, and in-service training sessions as approved by the Trustees
- Assist with planning and providing information for Fire Levies as requested by Township Trustees
- Assist with grant applications or other potential revenue opportunities
- Complete required reports and provide receipts for expenditures for Fire Division grants
- Provide information as requested for Fire Union contract negotiations
- Capable of accepting constructive criticism and guidance from the Township Trustees
- Perform other duties and assignments, as requested by the Trustees

Difficulty of Work

The difficulty of work can change at a moment's notice from sedentary work to strenuous activities. The nature of firefighting is inherently dangerous and subject members to the potential for injury and in some cases death.

Firefighters must be able to perform physically and mentally demanding work for extended periods of time in all kinds of environmental conditions to include but not limited to extreme heat, extreme cold, high winds, lightning, icy conditions, hazardous materials, muddy conditions, limited lighting, communicable diseases, fire, smoke, violent situations and a host of other elements that can be life threatening.

The Fire Chief is the executive leader of the Fire Division. The difficulty of leading/managing others can be stressful and consume long hours. The Fire Chief's work is not only in the field leading personnel, managing emergency incidents, fighting fires and providing EMS, it is in the office developing themselves and their personnel to be the best they can be.

Probation

The Fire Chief shall serve a minimum of a 6-month probationary period.