



JOB VACANCY ANNOUNCEMENT

General Information

Position/Classification Title: Fire Chief
Department: Fire
Division: Fire
Immediate Supervisor: City Manager
Pay Range: \$69,876 - \$104,820 (starting salary DOQ)
FLSA Status: Exempt
Deadline for Application: A completed application will be required for this position. Interested individuals should submit a letter of interest, completed application, resume, with day and evening phone numbers, at least three (3) letters of reference and salary history to: City of Sandusky, Department of Administrative Services, 222 Meigs Street, Sandusky, OH 44870. To ensure full consideration, please submit resume by May 17, 2017.

An employment application may be obtained at The Sandusky City Building, 222 Meigs Street, Sandusky, OH at the Division of Human Resources at the above address or by e-mail to dleslie@ci.sandusky.oh.us.

Functions, Duties & Responsibilities

The City of Sandusky (pop. 25,200) is seeking qualified candidates for the position of Fire Chief. This position reports directly to the City Manager. Person in this position performs a variety of administrative duties with the purpose of ensuring that the city is a safe place to live, work and play by managing and directly overseeing that an effective Fire Department is being properly trained to provide emergency and non-emergency Fire services.

The successful candidate must possess a team-oriented, participatory leadership/management style, a comprehensive understanding of the public policy aspects of local government, comprehensive knowledge of firefighting/EMS concepts, principles, methods, and practices, thorough knowledge of budgeting, grant writing and general management practices, demonstrated executive-level leadership skills, and excellent communication and interpersonal skills. Successful candidate must also have the ability to translate community attitudes regarding fire safety issues into Departmental action.

Qualifications/Requirements

Minimum:

- Any active full-time fire fighter
- Holding the permanent rank of Captain or higher; with,
- Not less than ten (10) years of prior active full time service as a firefighter as of the date of application

Preferred:

- Thorough knowledge of budgeting
- Ability to write and procure grants.

THE CITY OF SANDUSKY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROMOTES A DRUG-FREE WORKPLACE

JOB DESCRIPTION
The City of Sandusky
Fire Chief-870
Pay Range A18
Fire Department

Job Title: Fire Chief

Reports To: City Manager

Supervises Directly: Staff Personnel (1)

Supervises Through Subordinates: current staff

Purpose for the Position:

To supervise the overall operation of the Fire Department, including fire suppression, inspections, and prevention, EMS operations, and all other life and property saving functions with which the Fire Department may be involved. Direct the planning and budgeting of the Fire Department.

Essential Responsibilities:

Provides the overall plan of operation for the Fire Department to include evaluating the efficiency and effectiveness of the organization.

Plans and directs the fire fighting, fire prevention, rescue and life saving functions.

Assumes command of major incidents.

Oversees the maintenance of stations and equipment repairs and purchases.

Prepares and administers the Fire Department budget.

Meets with municipal staff and the Fire Department staff to provide consistency toward goals and objectives, and coordinates activities with other departments.

Makes presentations and speeches representing the Division of Fire and the City of Sandusky Fire Department.

Attends training, conferences and seminars to keep abreast of changes in laws and technology as assigned by the City Manager.

Reviews building plans and site plans as needed and provides input.

Ability to understand and communicate written instructions.

Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.

Must report for work at required time and date and maintain a responsible attendance record as directed by City Manager.

The ability to follow a supervisor's instructions and tolerate certain levels of stress.

The avoidance of violent behavior that threatens the safety of other employees.

Related and other duties as required.

Supervisory Responsibilities critical to the effective performance of the position:

Manages in compliance with established city policies and procedures.

Manages in compliance with local, state, and federal laws and regulations.

Supervises assigned personnel: recommends new hires, recommends terminations, disciplines, evaluates performance and develops each employee to their full potential.

Skills and Abilities:

Work with laws and regulations, sometimes written in legal terms.

Use practical thinking to conduct or supervise investigations.

Supervise other workers.

Plan the work of a department.

Deal with various kinds of people.

Work under pressure or in the face of danger.

Keep physically fit.

Use fire-fighting equipment, and other safety devices.

Physical Demands:

Light Work: Exerting up to 20 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or up to 10 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. The physical activities include: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, seeing, hearing, smelling.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

Extremes of Heat: Temperature sufficiently high to cause marked bodily discomfort unless the worker is provided with exceptional protection.

Temperature Changes: Variations in temperature which are sufficiently marked and abrupt to cause noticeable bodily reactions.

Noise: Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing. Eyestrain caused by constantly looking at one thing or at something that is hard to see.

Hazards: Situations in which the individual is exposed to the definite risk of bodily injury. (Fire, EMS, Hazardous material exposure)

Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning Development:

Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

Mathematical Development:

Deal with system of real numbers; algebraic solution of equations; and probability and statistical inference. Apply fractions, percentages, ratio and proportion.

Language Development:

Read scientific and technical journals, abstracts, and financial reports. Write journals, speeches, and manuals. Conversant in the theory, principals, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

Relationships to Data, People and Things:

Data: *Analyzing: Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.*

People: *Supervising: Determining or interpreting work procedures for a group of workers, assigning specific duties to them, maintaining harmonious relations among them and promoting efficiency. A variety of responsibilities is involved in this function.*

Things: *Handling: Using body members, hand tools, and/or special devices to work, move, or carry objects or materials. Involves little or no latitude for judgement with regard to attainment of standards or in selecting appropriate tool, object or material.*

To do this job, you must have the following licenses or certifications before being hired:

Valid Ohio Driver's License

Level II Fire Fighter Certificate

To do this job, you must have the following amount of total education and/or experience:

(If hiring someone into this position, this would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success.)

High School diploma, Fire Science degree, Executive Fire Officer Program graduate, 10 years supervisory experience, rank of captain or above, management training, emergency management skills and training.