

**MAD RIVER AND GREEN TOWNSHIP  
JOINT HUSTEAD AREA SERVICE BOARD**

An Equal Opportunity Employer

Page 1 of 4

**POSITION DESCRIPTION**

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**Name of Incumbent:**

**Position Title:** Fire Chief

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**Office/Dept.:**

Fire & EMS

**Employment Status:**

Part-Time Paid

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**JOB RESPONSIBILITIES**

**In addition to the following, performs other related duties as required.**

Under the administrative direction of the Mad River and Green Township Joint Area Service Board, plans and directs the operation of the Hustead Fire Department, including the management of personnel and other administrative duties; develops policy for approval by the Joint Board and administers such policies; ensures the proper maintenance of department equipment and facilities; ensures compliance with regulations; meets with citizens and others regarding issues, services, etc.

**QUALIFICATIONS**

**Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:**

Certified by the State of Ohio as a volunteer firefighter, plus five (5) or more years' experience as a firefighter, or equivalent.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Must be certified by the State of Ohio as a Fire Fighter; must possess a valid State of Ohio driver's license, plus must remain insurable under the Township's vehicle insurance policy.

**ESSENTIAL FUNCTIONS OF THE POSITION**

**For purposes of 42 USC 12101:**

1. Plans for and directs the operation of the fire department, including personnel, safety, training, equipment, facilities, services, public relations, personnel policies and standard operating procedures, etc.
2. Manages the activities and personnel of the fire and department, including administering and recommending discipline, evaluating performance, providing training, resolving complex problems, and ensuring compliance with applicable regulatory standards.
3. Interviews or oversees interviewing process of the fire department and recommends the hiring or rejection of applicants of the department to the Township Trustees.

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Page 2 of 4

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4. Meets with elected officials, community organizations, citizen groups, etc., in order to discuss fire and rescue issues, plans, problems, services, and other related matters; issues monthly report to Trustees; serves as the figurehead of the department always representing the Joint Board in positive light.
5. Responds to as many emergency/first responder situations as practical and assumes command responsibility of the scene as necessary.
6. Develops and maintains professional competence and awareness through in-service training, reading professional publications, conducting research, and other such activities.
7. Ensures adequate records are kept of all required information (e.g. maintenance, training, etc.).
8. Prepares and submits an annual budget and makes expenditures within approved limits.
9. Develops and periodically revises a long range capital plan to keep pace with departmental needs.
10. Maintains and regularly updates list of capital assets for the fire department.
11. Ensures that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy..
12. Work with representatives of neighboring fire departments to ensure adequate mutual aid agreements are made and observed for mitigating major emergency incidents.
13. Demonstrates regular and predictable attendance at appropriate meetings, trainings, events, etc.
14. Ensure all job safety requirements and all applicable OSHA safety standards are met for the fire department that pertain to essential functions.
15. Maintains required licensure and/or certification.

### **OTHER DUTIES AND RESPONSIBILITIES:**

16. Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Mad River and Green Township Joint Hustead Area Service Board.

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Page 3 of 4

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**MINIMUM ACCEPTABLE CHARACTERISTICS :(\*indicates developed after employment)**

**Knowledge of:** management practices; Township government structure and process;\* department policies and procedures; up-to-date firefighting operations, principles, practices, and equipment; geographical layout of Mad River and Green Townships; safety practices and procedures; up to date emergency medical services principles, practices and equipment; HAZMAT response procedures and equipment; Township fire safety codes;\* public relations.

**Skill in:** operating/ utilizing firefighting tools and equipment, operating/utilizing HAZMAT response tools and equipment, operating/utilizing tools and equipment used in emergency rescue situations.

**Ability to:** interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; 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; determine material and equipment needs; prepare accurate documentation; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work sites; work irregular hours; exert up to 60 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**EQUIPMENT OPERATED**

**The following are examples only and are not intended to be all inclusive.**

Personal computer and other standard business office equipment, department vehicles, firefighting, HAZMAT, and rescue tools and equipment; emergency medical services instruments and equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

The employee works with and around vehicles and equipment; is exposed to fire, heat, and smoke; is exposed to blood and other bodily fluids; is exposed to hazardous materials; experiences all other hazards and working conditions that are found in fire and rescue operations.

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

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*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.*

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Approval of Mad River Township Trustee

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Date

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Approval of Mad River Township Trustee

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Date

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Approval of Mad River Township Trustee

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Date

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Approval of Green Township Trustee

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Date

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Approval of Green Township Trustee

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Date

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Approval of Green Township Trustee

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Date

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Employee Signature

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Date