



# Miami Valley Fire District

General Administration

JOB DESCRIPTION

June 5, 2024

**ASSISTANT CHIEF - OPERATIONS**

**FLSA STATUS: EXEMPT**

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REVISED DATE: July 12, 2024

APPROVED: *Steven H. Johnson*

## **GENERAL PURPOSE**

Under the general direction of the Fire Chief, the Assistant Chief of Operations will act as an exempt executive level member of the Fire District. Primary duties include overseeing the emergency response services which includes firefighting, rescue and emergency medical services functions as well as those support functions concerned with assuring adequate service delivery, evaluating the performance and effectiveness of all personnel, and assist in the management of all aspects of training and safety within the organization. Additional duties include a variety of technical, administrative, planning, and organizing responsibilities. As well as train, develop, coach, mentor, and evaluate subordinates; prepare various administrative records and reports, perform public relations activities, may act as Fire Chiefs' designee in their absence, and other duties as assigned.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Fire Chief.

## **SUPERVISION EXERCISED**

Supervises the position of Battalion Chief of Operations (Shift Commander) directly as well as other staff as assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Prepares, provides notice, attends, and conducts meetings with the collective bargaining unit during contract renewal sessions as directed by the Fire Chief.
- Supervise maintenance of district equipment, supplies, and facilities; conducts roll call.
- May instruct and drill firefighters in watch duties, use of tools, raising of ladders, and rescue or salvage work, etc.
- Enforces district regulations, policies, procedures, directives, and general orders.
- Conducts internal investigations concerning disciplinary issues with subordinate personnel.
- Implements appropriate disciplinary action stemming from results of internal investigations. Provides recommendations to Fire Chief concerning more serious disciplinary issues.
- Issues disciplinary actions which involve corrective counseling, verbal reprimands, written reprimands, and recommends suspension without pay.
- Monitors and observes district activities to ensure that conduct and performance conform to district standards.



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- Carries out duties in conformance with Federal, State, County, City and Township laws and ordinances.
- In the absence of the Fire Chief or their designee, may assume command or sector officer on emergency incidents and direct personnel actions in a manner necessary to mitigate the situation.
- Responds to alarms received and directs routes to be taken; directs work of subordinates pending arrival of a superior officer; supervises through subordinate officers the laying of hose lines, placing of ladders, direction of water streams, ventilation of buildings, rescuing persons, and placement of salvage covers.
- Completes necessary reports and documents; daily reports, emergency run reports, district overtime records, employee evaluations, and others as designated. Prepares a variety of reports and records including personnel records and requisitions. May be required to fulfill the responsibilities of the Fire Chief in his/her absence.
- Other Jobs and duties as assigned by the Fire Chief

## **JOB SPECIFIC RESPONSIBILITIES**

- Serves as EMS Coordinator for Miami Valley Fire District, to include, but not limited to:
  - Drug License maintenance
  - Medical Director overview
  - Greater Miami Valley EMS Council Representative
  - Miami Valley Fire District Designated Infection Control Officer (DICO)
  - Assist with HIPAA Compliance
  - Oversee Annual EMS Protocol Testing
  - QA/QI overview of EMS reporting in ePCR
- Mutual Aid Liaison/Box Alarms/Run Cards/District Mapping.
- Oversee General Operations: Fire, EMS, Rescue & Haz-Mat.
  - Formulates and initiates change to improve effectiveness and efficiency, and to maintain compliance with acceptable standards of practice.
- Fire & EMS Response Patterns.
- Assist with Special Events & IAP preparation.
- Post Emergency Incident Review.
- Assist with New Hire Orientation.
- Assist with Officer Development.



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- Assist with Apparatus Drivers Training Program.
- OHTF1, R3RST, and Technical Rescue Coordination in conjunction with the Fire Chief and Battalion Chief of Training.
- Assist with Wellness / Fitness / Health & Safety Program.
- Oversee Quality Assurance/Quality Improvement Compliance through Record Management System (RMS).

## **PERIPHERAL DUTIES**

- Performs the duties of subordinate personnel as needed.
- Attends conferences and meetings to keep abreast of current trends in the field.
- Represents the Fire District in a variety of local, county, state, and other meetings.
- Meet with elected or appointed officials, other agencies, community and business representatives, and the public on all aspects of the fire district's activities.

## **REQUIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- Associates degree from an accredited institution in a related field
  - Bachelor's degree preferred
- Minimum of fifteen (15) years full-time experience, with a minimum of five (5) years Fire and EMS command experience.
- Ohio Firefighter Level II certification
- Ohio Paramedic certification
- Ohio Fire and/or EMS instructor certification
- Ohio Fire Safety Inspector certification
- Hazardous Materials Operations certification
  - Hazardous Material Technician preferred
- Minimum of Fire Officer III, that meets or exceeds NFPA 1021 Standard for Fire Officer Professional Qualifications
  - Fire Officer IV within one (1) year of hire date.



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- Executive Fire Officer (EFO) or Ohio Fire Executive (OFE) preferred
- Successful completion of Greater Miami Valley EMS Council (GMVEMSC) protocol testing for the current year within two (2) months of hire date.
- Any combination of training and experience which provides the necessary knowledge, skills, and abilities to perform the job.

**\* Licensures and certifications must be maintained over the course of employment as a condition of employment within this classification.**

Necessary knowledge, skills, and abilities:

- Extensive knowledge of modern fire prevention, suppression, hazardous materials, and emergency medical principles, procedures, techniques and equipment; extensive knowledge of first aid and resuscitation techniques and their application as demonstrated through State Paramedic Certification; considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines and regulations.
- Skill in the operation of the tools and equipment listed below.
- Ability to train and supervise subordinate personnel; to perform work requiring good physical condition; to communicate effectively orally and in writing; to exercise sound judgment in evaluating situations and in making decisions; to effectively give and receive verbal and written instructions; to establish and maintain effective working relationships with other employees, supervisors, and the public; and to meet the special requirements listed below.

## **SPECIAL REQUIREMENTS**

- Must be 21 years or older.
- Must possess a state issued driver's license.
- No felony convictions or disqualifying criminal history.
- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.
- Ability to meet district physical standards.

## **TOOLS AND EQUIPMENT USED**

Includes, but not limited to: emergency medical services (EMS) apparatus and equipment, fire apparatus, fire pumps, hoses, other standard firefighting equipment, ladders, SCBA, special operations equipment, radio, pager, personal computer, computer software, and phone.



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## **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is frequently required to stand, walk, use hands to finger, handle, carry, or operate objects, tools, or controls, and reach with hands and arms, sit, climb, balance, stoop, kneel, crouch or crawl in confined space, talk, hear, and smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed primarily in an office, vehicle, and outdoor settings, in all weather conditions including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

## **SELECTION GUIDELINES**

- Process may include, but not limited to the following: formal application, review of education and experience, written examination, physical ability test, an assessment center conducted by a selected Chief Officer's panel, oral interviews with interview board, background investigation (to include motor vehicle record check), and medical examination (including drug screening).



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## **OTHER PERTINENT INFORMATION**

- The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the fire district and employee and is subject to change by the employer.
- The Miami Valley Fire District is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other legally protected status.

## **SIGNATURES**

Signing below indicates the understanding of the requirements, essential functions and duties of the position.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_