

February 17, 2012

Dear Concerned Community Official:

The City of Xenia is now accepting resumes with cover letters for the position of:

Deputy Fire Chief with the City of Xenia

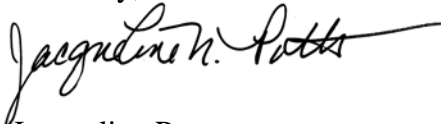
In light of your interest in community affairs, we are soliciting your help and welcome your assistance in recruiting minority applicants for this position. Attached is a copy of the "Position Description" with information and filing requirements.

Resumes with cover letters will be accepted at the City Hall Reception Desk, 101 N. Detroit Street, Xenia, Ohio 45385. Instructions are also posted on the City of Xenia website at www.ci.xenia.oh.us (click "Employment Opportunities").

Resumes with cover letters must be received by the City of Xenia Human Resources Department no later than **4:30 p.m. on Friday, March 2, 2012.**

We look forward to working with you. If you or any potential applicants have any questions, please contact me at 376-7273.

Sincerely,



Jacqueline Potter
Human Resources Director

See attached position description.

CITY OF XENIA

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POSITION DESCRIPTION

Employee Name:

Position Title: Deputy Fire Chief

Dept./Div.: Public Safety

Employment Status: Full-time

Reports to: Fire Chief

FLSA Status: Exempt

Normal Hours: 8:00 a.m. – 5:00 p.m.

EEO Status: 4 – Protective Services
(Sworn)

Classification: Unclassified: City Charter

DOT: (closest applicable number): 373.117-010

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education, or equivalent; associate's degree in fire science or related discipline, and completion of four (4) years of command experience; or any equivalent combination of experience which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Maintain certification in various departmental capacities (e.g., Fire Inspector, ICS Level 400, IS 700, and 800), holds basic certifications of the fire fighter classifications; valid Ohio driver's license and remains insurable under the City's vehicle insurance plan.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, printer, copy machine, fax machine, and other standard business office equipment; department vehicles (e.g., fire trucks, aerial ladder, pumper, etc.), ground ladders, generators, fire fighting tools and equipment, emergency medical services instruments and equipment, rescue tools and equipment, HAZMAT equipment; power tools, breathing packs, etc.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g.,); works in the vicinity of dockboards; works in an area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from radiation, hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; works with moving mechanical parts of equipment of machines (e.g., fire trucks, saws, extrication tools); exposed to possible injury from explosions and/or falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to hazardous driving conditions; occasionally lifts objects 50 lbs or less;

Developed by:

Date Adopted: 06/09/2008

Human Resources Department

Date Revised:

Xenia, Ohio

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POSITION DESCRIPTION

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Employee Name:		Position Title:	Deputy Fire Chief
Dept./Div.:	Public Safety	Employment Status:	Full-time
Reports to:	Fire Chief	FLSA Status:	Exempt
Normal Hours:	8:00 a.m. – 5:00 p.m.	EEO Status:	4 – Protective Services (Sworn)
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occasionally carries objects 50 lbs or less; occasionally pushes objects 50 lbs or less; occasionally pulls objects 50 lbs or less.

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 40% (1) Supervises all staff assigned (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, recommends and adjusts pay assignments, evaluates performance, receives and adjusts grievances or employee complaints, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, assists with the development of policy, recommends policy changes, participates in personnel or labor relations activities, has access to other employees' personnel files, is a member of management's collective bargaining negotiating team, prepares or types documents to be used solely in collective bargaining, has unlimited access to financial data used in the payroll and benefit budgeting process, and has access to financial data used in monitoring organizational revenue/income).
- 15% (2) Assists Fire Chief to plan, develop, and implement policies, goals, objectives, and priorities; provide planning for the future fire protection needs of the City.
- 10% (3) Under guidance of Fire Chief, plans, directs, coordinates, organizes, and supervises the departmental operations of fire suppression and prevention; coordinates the provision of departmental support services of station, hydrant, and equipment maintenance, in-service training and fire inspection, maintains departmental efficiency and effectiveness.
- 5% (4) Assists with emergency services and City-wide emergency preparedness exercises (e.g.,

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disaster plan).

- 10% (5) Assists with preparation and administration of the departmental annual budget (e.g., year end reports); monitors and approves expenditures.
- 10% (6) Represents the City in relationship with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.
- 10% (7) Responds to major fire alarms and personally directs fire suppression activities as necessary.
- 5% (8) Responds to the most difficult complaints and requests for information.
- (9) Performs firefighting EMS duties as necessary.
- (10) Contacts vendors, businesses, city departments, other fire chiefs, EMS, billing agents, building inspectors, hospital staff, general public and government agencies, in order to obtain or disseminate information related to the essential position functions (through memos, meetings, etc.); responds to citizen complaints and phone inquiries.
- (11) Maintains required licensure and certification.
- (12) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (13) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (14) Performs other related duties as assigned.

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POSITION DESCRIPTION

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Dept./Div.: Public Safety

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Reports to: Fire Chief

FLSA Status: Exempt

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: budgeting; inventory control; purchasing; interviewing; FCC rules and regulations; public safety radio dispatching procedures; two-way radio operations; structural design principles; fire zoning/building code; fire inspection techniques; fire suppression and prevention techniques; fire/emergency rescue techniques; fire investigation and arson detection techniques; fire prevention laws, codes, rules, and regulations; tools and equipment utilized in firefighting operations; government structure and process; safety practices and procedures; fire certification/licensure requirements; government grant programs; department goals and objectives;* department policies and procedures;* emergency medical care procedures; first aid practices; cardiopulmonary resuscitation; medical terminology; proper lifting techniques; investigation techniques; disaster management; public relations; media relations; community resources and services; office practices and procedures; fire science; labor relations; employee training and development; personnel administration; workplace safety; supervisory principles and practices; manpower planning; office management; public administration; business administration; project management; local geographical area.

Skill in: word processing; computer operation; adding machine or calculator operation; use of modern office equipment; motor vehicle operation; use of bench and/or hand tools.

Ability to: carry out instructions in written, oral, or picture form; 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; apply management principles to solve agency problems; 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; select most qualified applicant according to specifications for referral; determine material and equipment needs; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; complete routine forms; prepare routine correspondence; prepare accurate documentation; prepare maps, charts, graphs, or plans; compile and prepare reports; write instructions and specifications; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; lecture on complex topics to highly specialized groups; conduct effective interviews; communicate effectively; train or instruct others;

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recognize safety warnings; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; read blueprints; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; demonstrate physical agility; lift fire related equipment; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; lift, position, and move individuals according to established procedures; operate fire equipment; maintain fitness standards.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

Fire Captain

Fire Lieutenant

Firefighter/Paramedic

Secretary

(Signature of Agency Representative)

(Date)

(Signature of Employee)

(Date)

Date Adopted: 06/09/2008

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