



## Monclova Township Fire / Rescue Department

# Full-Time Job Posting for Assistant Fire Chief

The Monclova Township Fire / Rescue Department is currently accepting applications, resumes, and cover letters for the open full-time position of Assistant Fire Chief. This position is open to both internal personnel and external applicants. For a full list of responsibilities and requirements, please see the position description.

Monclova Township is a rapidly growing and developing community located in Northwest Ohio in Lucas County on the southwest side of the Toledo metropolitan area. Monclova Township encompasses approximately 22 square miles with a 2020 census population of 14,827. Monclova Township Fire Department is an all-hazards full-service department that was first organized in 1959 and began service to the community in 1961. 24/7 Part-Time staffing began in 2012 with the addition of career staffing in 2022. The department operates one fire station staffed by 12 full-time personnel and 32 part-time personnel, and responds to approximately 2,000 calls for service annually.

**Work Schedule:** The Assistant Fire Chief position has regular office hours but is subject to incident response, callouts, training, and meetings, which may occur outside of the traditional office hours. He/she is required to devote the necessary time to fulfill the duties and obligations of the position of Assistant Fire Chief. The Fire Chief may adjust the schedule of the Assistant Fire Chief to meet the operational needs of the department.

**FLSA Status:** Salaried - FLSA Exempt position.

**Compensation:** The annual salary range for this position will be competitive for the position and region based on qualifications and experience.

**Benefits:** The position has a competitive benefit package including 11 Paid Holidays, Vacation, Sick, and Personal Paid Time Off, attractive Medical, Dental, Vision, Rx Benefits, Life Insurance, and Ohio Police and Fire Pension. Ohio Deferred Compensation is available.

### Requirements:

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| (1) Valid Ohio Driver's License                 | (7) Hazardous Materials Technician Level   |
| (2) HS Diploma or GED, college degree preferred | (8) AHA CPR BLS, ACLS, etc. as required    |
| (3) State of Ohio Paramedic preferred           | (9) Incident Safety Officer                |
| (4) State of Ohio Level II Firefighter          | (9) NIMS ICS 100, 200, 300, 400, 700, 800  |
| (5) State of Ohio Fire or EMS Instructor        | (10) Minimum of 10 years Fire/EMS service  |
| (6) Fire Officer I and II with III preferred    | (11) Minimum of 5 years in Supervisor role |

**Posting Start Date:** January 3, 2024

**Posting End Date:** February 2, 2024

**Applications and the full Position Description are available in person or can be found on the Fire Department webpage at <https://www.monclovatwp.org/fire/>. Interested applicants may submit their completed application, resume, and cover letter to either of the following:**

### In Person

**Mon 12:00 PM – 4:00 PM or Tue-Fri: 08:00 AM - 4:00 PM**

Monclova Township Administration Offices  
4335 Albon Road  
Monclova, Ohio 43542

### Via Email to the Fire Chief

**mhomik@monclovatwp.org**

**Completed application packets must be received prior to 4:00 PM on February 2, 2024.**

## **POSITION DESCRIPTION**

**POSITION:** ASSISTANT FIRE CHIEF  
**DEPARTMENT:** Fire Department                      **REPORTS TO:** Fire Chief  
**FLSA STATUS:** Exempt                                      **POSITION TYPE:** Salaried – Full-Time

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### **GENERAL DESCRIPTION**

The Assistant Fire Chief is the second-in-command to the Fire Chief in all matters pertaining to the fire department. He/she is directly responsible to the Fire Chief for the proper performance of his/her duties. In the absence of the Fire Chief, the Assistant Fire Chief shall assume full authority of the fire department for emergency and administrative operations. This is a public service position based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform duties adequately and make responsible decisions, on and off duty, in a manner that does not damage or endanger the loss of trust with the public, coworkers, and other public safety forces.

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The ideal candidate is a proven leader with excellent verbal and written communication skills and strong team-building skills with the capabilities of developing a team from a diverse workforce. He/she shall possess strong analytical and problem-solving skills, the ability to develop and maintain collaborative inter-agency relationships and labor-management relations in a unionized environment, experience in planning, scheduling, budgeting, and project management, and knowledge and experience with incident management, community risk reduction, and conflict resolution.

### **REQUIREMENTS, CERTIFICATIONS, AND LICENSURE**

- Valid driving privileges in the State of Ohio and remain insurable under the Township's vehicle insurance policy.
- State of Ohio Firefighter II.
- State of Ohio Paramedic.
- Related certifications to include CPR, ACLS, etc. as required.
- Hazardous Materials Technician level.
- Fire Officer I and II completed with Fire Officer III preferred.
- State of Ohio Fire or EMS Instructor Certification.
- State of Ohio Fire Safety Inspector.
- Incident Safety Officer.
- NIMS ICS 100, 200, 300, 400, 700, and 800 completed.
- Minimum of ten (10) years of progressively responsible Fire/EMS service experience with five (5) or more years of supervisory experience at the level of Captain or higher.

The successful applicant must be in good physical condition and be able to pass all pre-employment screenings including physical examination and drug screening. The successful applicant that does not possess the preferred certifications or licensures will be required to complete the training within 18 months after employment. All required certifications or licensures must be maintained throughout employment.

# POSITION DESCRIPTION

## **ESSENTIAL JOB DUTIES**

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### **ADMINISTRATIVE:**

1. The Assistant Fire Chief shall be directly responsible for the management of the Captains and the duties/tasks as directed or specified to such subordinates.
2. Administration of the Department's Safety, Supply, Training, Apparatus, Equipment, EMS and Fire related activities through subordinate officers and staff.
3. Oversee that records and reports are made and properly kept for those functions under his/her command.
4. Assist the Fire Chief with the activities of the Department in order to maintain and support the operations of department equipment, apparatus, and facilities to insure operational readiness and longevity.
5. Provide support and assistance in the coordination and delivery of all specialized departmental programs.
6. Ensure that department and township policies, procedures, rules, and regulations are implemented, maintained, and enforced.
7. Obtain and maintain certifications and licensures as mandated by Federal and State laws and Department and Township policies.
8. Maintain effective working relationships with other governmental agencies.
9. Respond to the public with a professional, helpful attitude, maintain a professional and neat appearance, and work in harmony with all members of the township government.
10. Attend and participate in internal meetings as appropriate or required.
11. Carry out any assignments given to him/her by the Fire Chief.

### **EMERGENCY OPERATIONS:**

1. The Assistant Fire Chief shall be responsible for the supervision and safety of the personnel under his/her command at the scene of any incident.
2. The Assistant Fire Chief shall be responsible for the supervision and direction of tasks and functions at the incident scene as directed by the Incident Commander.
3. In the absence of the Fire Chief or at the direction of the Fire Chief, the Assistant Fire Chief shall take command of an incident scene following the Incident Command SOP and assuming full responsibility of the incident scene and department activities.
4. Drive and operate fire department vehicles including engines, aerial ladder, ambulances, watercraft, and utility vehicles.
5. Wearing personal protective equipment while working in extremely hot or cold environments for prolonged time periods. Personal protective equipment included but is not limited to, protective firefighting ensemble, self-contained breathing apparatus, air purifying respirator, and HEPA filter masks.
6. Respond to emergency and non-emergency incidents including but not limited to fires, commercial fire alarms, hazardous materials, and other responses as requested or directed.
7. Respond to scenes of accidents or acute illness on an emergency and non-emergency basis as dispatched, requested, or directed.

## **POSITION DESCRIPTION**

8. Perform basic and complex diagnostic and medical procedures including but not limited to vital signs and cardiac monitoring, defibrillation, cardiopulmonary resuscitation, intravenous cannulation, airway management, and administration of various medications.
9. Transfer, lift and move patients while employing appropriate safety and lifting techniques.
10. Accurately compile patient history and events of medical / trauma conditions and complete written or verbal reports on patient care to hospital emergency departments.
11. Utilize computers and computer programs for patient care documentation, record keeping, pre-incident planning and other job-related functions.
12. Cleans and performs general maintenance of fire station, fire department vehicles and equipment. Maintain all supplies and equipment with the established inventory guidelines.

### **TRAINING, INSPECTION, AND PUBLIC EDUCATION:**

1. Complete continuing education classes as required to maintain certifications.
2. Participate in and conduct training classes as appropriate or directed.
3. Assist as directed or assigned with fire and life safety inspection activities for commercial and residential properties in accordance with training and certification to maintain compliance with the Ohio Fire Code; Provide fire safety education to public opportunities; checks operating condition of hydrants as necessary.
4. Participates in public education programs in schools, civic groups and other locations as assigned.
5. Maintain effective working relationships with other governmental agencies.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

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#### **General**

1. Ability to read and write in the English language.
2. Ability to add, subtract, multiply, divide and calculate dosages.
3. Ability to communicate effectively in person, in writing, and over the telephone and radios.
4. Ability to establish and maintain effective interpersonal relationships with coworkers and community members.
5. Ability to accurately input data into a computer system.
6. Ability to utilize existing and learn new software programs.
7. Ability to multitask and exercise sound judgement to complete job tasks as assigned.
8. Ability to maintain confidentiality.
9. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
10. Ability to interpret data.
11. Ability to study manual work processes to determine the most effective methods to complete essential tasks.
12. Must have and maintain a valid State of Ohio driver's license.
13. Ability to pass a background check.
14. Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering the larger organization or team goals rather than individual concerns. This includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
15. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

## **POSITION DESCRIPTION**

- a. Operating assigned equipment including motor vehicles
- b. Running, walking, standing, bending, crouching, crawling, or sitting for extended periods of time.
- c. Lifting, carrying, and/or moving equipment and/or objects weighing 50 to 100 pounds, and injured/deceased persons.
- d. Move objects between 20-50 pounds short distances.
- e. Pushing / pulling various objects weighing up to 40 pounds or more such as pulling hose from apparatus, pulling ceiling.
- f. Climbing stairs and ladders
- g. Participate in fire suppression and emergency medical activities including the performance of life saving and rescue procedures.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly works in outside weather conditions, including temperature extremes, during the day and night shifts. Work is often performed in emergency and stressful situations. The individual is 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, 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. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of their duties.

The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above 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.

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by the personnel assigned to this classification. These are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.