ORDINANCE NO. 21-84 INTRODUCED BY: Mr. Zuber

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF CAPTAIN IN THE FIRE DEPARTMENT, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 125-2014.

WHEREAS, it has been recommended by the Human Resources Committee that a revised job description for the position of Captain in the Fire Department be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Captain in the Fire Department shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 125-2014 is hereby repealed.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

1st reading: 6/14/2021
2nd reading: 6/28/2021
3rd reading:

PASSED: 7/12/2021

/s/ Martin E. O'Donnell
President of Council

POSTED: 7/16/2021

APPROVED: 7/13/2021

ATTEST: /s/Valerie E. Rosmarin
Clerk of Council

/s/ Gregory J. Zilka
Mayor

CITY OF AVON LAKE
POSITION DESCRIPTION
Captain – Fire Department

Job Title:	Captain
Department:	Avon Lake Fire Department
Immediate Supervisor:	Assistant Chief or Chief or designee
Positions Supervised:	Lieutenants and Firefighter/Paramedics
FLSA Status:	Non - Exempt
Bargaining Unit:	IAFF Local 1361
Civil Service Status:	Classified

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB RESPONSIBILITIES

Under the direction of the Assistant Fire Chief or Fire Chief, a Captain commands the platoon and directs platoon activities; maintains discipline; assures maintenance of property and equipment; commands and performs fire suppression, paramedic activities, rescue operations, hazardous material response, fire prevention activities and training activities. Maintains departmental records and evaluations and conducts performance evaluations on subordinates. Instructs on new methods or techniques and directs platoon in maintaining a high level of competence and favorable and professional reputation with the public. Follows and enforces department rules, regulations, procedures, schedules, and special orders. Assumes command in the absence of superiors and maintains composure during emergencies and may be exposed to personal danger. Other tasks as assigned by the supervisor.

QUALIFICATIONS:

- Fire Lieutenant with at least 1 (one) year in rank.
- Successful completion of Fire Lieutenant general qualifications.
- Basic cause and origin arson investigator class within one (1) year of appointment.
- Fire Officer II within one (1) year of appointment.
- Valid State of Ohio EMS Instructor encouraged.

- Other credentials as governed by the Avon Lake Civil Service Commission.

GENERAL DUTIES

The following duties are typical for this classification. Employees may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Commands departmental activities to ensure that conduct and performance conform to departmental standards. Complies and ensures compliance of subordinates to all rules, regulations, policies, and procedures and departmental standards.

- Maintains departmental records; conducts performance evaluations.

- Commands the operations of the fire station and assigns companies and equipment.

- Coordinates response to alarms and responds and assumes command as necessary to control activities required to mitigate all emergency situations.

- Assists Fire Investigators in determining origin and cause of fires.

- Responsible for supervising the proper maintenance and operation of property, apparatus and tools by subordinates.

- Conducts self in a professional manner; provides service to citizens; maintains good public relations; and sets a good example for subordinates.

- Conducts building site and facility inspections to assure compliance with State and City fire codes.

- Responsible for shift training as required.

- Routine or sporadic public speaking presentations; adapting to audience.

- Analyzes and resolves firefighting, rescue, and medical emergency problems.

- Formulates and implements necessary tactical orders as situations demand.

- Always maintains a professional appearance.

- Seeks out professional development and applicable training helpful to the delivery of services to the citizens of the community and surrounding communities.

- Attends training classes and seminars as required.

- Performs other duties as directed by the Asst. Chief.

REQUIRED KNOWLEDGE, SKILLS. AND ABILITIES

Knowledge and ability to operate all apparatus, equipment and methods used in fire suppression, fire prevention, rescue and medical emergency operations.

- Knowledge of rules, regulations and standard operating guidelines of the fire department.
- Knowledge of the maintenance of apparatus, equipment and tools.
- Knowledge of the geography of the city including the location of principal buildings, facilities, and plants.
- Knowledge of leadership principals and ability to supervise subordinates.
- Knowledge of City and State fire codes and City Ordinances.
- Ability to act calmly and efficiently during emergencies and in dangerous situations.
- Ability to analyze and resolve firefighting, rescue, and medical emergency problems.
- Ability to formulate a change in tactics when necessary.
- Ability to perform physically strenuous work in all types of weather conditions, requiring strength and agility in the performance of assigned duties during emergency and training periods.
- Ability to assist in educating the public in fire and life safety.
- Ability to communicate effectively through speech and writing.
- Ability to manage time and prioritize tasks to accomplish assignments meeting tight or changing deadlines.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by a Fire Captain to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

When fulfilling primary function at emergency scenes, physical activity includes climbing, running, crawling, heavy lifting in smoke and gas filled atmospheres and sometimes severely inclement weather; close visual application and attention to detail; ability to reason and learn. While performing the duties of this job, the employee is frequently required to stand, walk, use hands and fingers to feel, handle or operate objects, tools, or controls, reach with hands and arms. Occasionally required to climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell. Vision abilities 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 a Fire Captain encounters while performing the essential functions of this job.

Work is often performed in inclement weather, hazardous and stressful conditions including smoke and gas filled environments, high places, confined areas, extreme heat and cold, high noise levels, emergency, and stressful situations. 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 humid conditions, 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 his duties.

Salary range: As determined by Bargaining Unit IAFF Local 1361.

Benefits: As determined by Bargaining Unit IAFF Local 1361.