

ORDINANCE NO. 119-17

AN ORDINANCE AMENDING SECTIONS 31.02 (D), 31.05 AND 31.07.7 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE FIRE DEPARTMENT.

WHEREAS: Due to a retirement and restructuring of the Fire Department, it has become necessary to eliminate the position of First Assistant Fire Chief, amend the Second Assistant Fire Chief/Fire Marshall Classification Job Description, and add two (2) Fire Lieutenant positions to the Salaries and Benefits Code; and

WHEREAS: Section 31.02(D), Part-Time Firefighter Payscale shall be amended to reflect the elimination of the First Assistant Fire Chief position.

WHEREAS: Section 31.05 of the Salaries and Benefits Code pertaining to the Fire Department presently reads as follows:

FIRE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Fire Chief	Pay Grade 121
1	Second Assistant Chief/Fire Marshal	13 A-F
1	Fire Operations Captain	12 A-F
1	Clerical Help (part-time)	Sec. 31.02(B)(4)
1	Custodian (part-time)	Sec. 31.02(B)(4)
3	Laborer (part-time)	Sec. 31.02(B)(4)
3	Captain (part-time)	Sec. 31.02(D)
3	Lieutenant (part-time)	Sec. 31.02(D)
	Fire Fighter (part-time)	Sec. 31.02(D)
1	1 st Assistant Chief (part-time)	Sec. 31.02(D)

Ord. 139-02, 152-04, 126-07, 99-10, 134-11, 35-13

WHEREAS: Section 31.07.7 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows relative to Public Safety:

<u>Public Safety</u>	
Police Records Clerk	605
Communications Operator	610
Administrative Assistant	625
Stationary Load Limit Inspector	628
Patrol Officer	630
Police Sergeant	635
Police Lieutenant	640
Police Chief	645
Parking Meter Attendant	650
Fire Operations Captain	667

Fire Fighter (part-time)	670
Fire Lieutenant	680
Fire Captain (part-time)	683
Second Assistant Chief/Fire Marshal	685
Assistant Fire Chief	690
Fire Chief	695
(Ord. 152-04, 238-04, 162-06, 99-10, 35-13)	

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section 31.02 (D) of the Salaries and Benefits Code of the City of Medina, Ohio – Part-Time Fire Department Payscale, shall be amended per the attachment marked Exhibit A, attached hereto, and incorporated herein.

SEC. 2: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended in part to read as follows relative to the Fire Department:

FIRE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Fire Chief	Pay Grade 121
1	Second Assistant Chief/Fire Marshal	13 A-F
1	Fire Operations Captain	12 A-F
1	Clerical Help (part-time)	Sec. 31.02(B)(4)
1	Custodian (part-time)	Sec. 31.02(B)(4)
3	Laborer (part-time)	Sec. 31.02(B)(4)
3	Captain (part-time)	Sec. 31.02(D)
3 5	Lieutenant (part-time)	Sec. 31.02(D)
	Fire Fighter (part-time)	Sec. 31.02(D)
1	1st Assistant Chief (part-time)	Sec. 31.02(D)

Ord. 139-02, 152-04, 126-07, 99-10, 134-11, 35-13, **119-17**

SEC. 3: That Section 31.07.7 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended in part to read as follows relative to Public Safety:

<u>Public Safety</u>	
Police Records Clerk	605
Communications Operator	610
Administrative Assistant	625
Stationary Load Limit Inspector	628
Patrol Officer	630
Police Sergeant	635
Police Lieutenant	640
Police Chief	645
Parking Meter Attendant	650
Fire Operations Captain	667
Fire Fighter (part-time)	670
Fire Lieutenant	680
Fire Captain (part-time)	683

Second Assistant Chief/Fire Marshal 685
~~Assistant Fire Chief~~ 690
Fire Chief 695
(Ord. 152-04, 238-04, 162-06, 99-10, 35-13, 119-17)

SEC. 4: That in accordance with Section 31.07, the job description for Assistant Fire Chief/Fire Marshall is hereby amended, accepted and approved; marked Exhibit B, attached hereto, and incorporated herein.

SEC. 5: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 6: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety; and wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: September 11, 2017 **SIGNED:** John M. Coyne, III
President of Council

ATTEST: Kathy Patton **APPROVED:** September 12, 2017
Clerk of Council

SIGNED: Dennis Hanwell
Mayor

THE CITY OF MEDINA
JOB DESCRIPTION

IV-685

Ord. 119-17
Revised Job
Description

TITLE: Second Assistant Chief/Fire Marshal

REPORTS TO: Fire Chief

DEPARTMENT/DIVISION: Fire

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification is responsible for developing programs for fire prevention and conducting fire safety inspections. The Second Assistant Chief/Fire Marshal will perform duties that are administrative, technical and supervisory in nature that relate primarily to fire inspection and prevention. Supervisory duties include overseeing fire inspectors and other assigned staff, and assuming leadership of the Department in the absence of the Fire Chief and ~~First Assistant Fire Chief~~. The individual in this classification works under the general guidance and direction of the Fire Chief.

ESSENTIAL JOB FUNCTIONS:

Discovers and orders correction of deficiencies that pose a threat to life and property and may recommend corrective measures for fire hazards or safety violations to building owners.

Develops and demonstrates with the Public Educator fire prevention and fire safety programs to the public and business groups.

Maintains fire prevention and inspection records and files.

Reviews plans with the Fire Chief for new and proposed construction within the City ensuring compliance with the Ohio Fire Code and local codes and ordinances.

Develops pre-plans of target hazards within the community.

Recommends and develops proposed fire prevention policies, procedures and codes.

Issues notice of non-compliance to correct hazards and issues fire code violations, warnings and citations.

Informs officers of the Department and Department Heads of any unusual conditions found during inspections.

Responds to complaints regarding fire code violations and fire hazards.

Assists the Fire Chief in achieving the goals and objectives of the Department with regard to Insurance Services Office rating of the City and other contracted fire districts.

Responds to incidents of the Fire Department as a Fire Suppression Officer, assuming command in the absence of the Fire Chief and the ~~First Assistant Fire Chief~~.

Maintains regular and consistent attendance.

Assumes the work-related functions of a firefighter as needed.

Administers emergency medical care.

Attends continuing education programs of instruction drill and weekly training to further knowledge of current techniques used in fire protection and in the use of firefighting equipment and apparatus.

Assists in the training of new employees as assigned.

Cooperates with federal, state and local fire or building officials as required.

EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or possession of a GED.

Years of experience as stated in the Ohio Revised Code. Prefer three years of experience as a fire inspector.

Must possess alertness, mechanical aptitude, good judgment, dependability and a strong sense of public service.

License:

Valid driver's license issued by the state of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

Certifications (prior to testing):

Level II Firefighter
 Fire Safety Inspector
 Fire Officer I
 Fire Officer II

QUALIFICATIONS:

Knowledge of:

- Geography of the City and surrounding jurisdictions;
- City fire code and other state and local laws and regulations; and
- Common hazards and where to seek assistance when specific hazards are found.

Skilled in:

- Observing and directing traffic in the vicinity of an emergency scene;
- Customer service;
- Documenting and recording fire code violations; and
- Reading and writing reports, correspondence and other documents related to Department activities.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public individually or to large groups of people or over a telephone or radio;
- Annually pass a medical physical exam;
- Operate fire vehicles by both day and night;

- Observe emergency scene activity taking place;
- Work well with little or no supervision;
- Maintain an effective working relationship with subordinates in order to promote high morale and enthusiasm;
- Provide administrative and professional leadership and direction to Department personnel;
- Work well with others as a member of a team often under stressful or emergency situations; and
- Understand and follow complex oral and written instructions often under stressful or emergency situations.

PHYSICAL DEMANDS:

Must possess physical ability to react quickly in emergency situations. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling, reaching and working in cramped spaces and locations high off of the ground may be involved. Due to the nature of this position, work in this classification involves an element of personal danger and may be performed in a highly stressful environment.

ENVIRONMENTAL ELEMENTS:

This position requires that the employee work both indoors and outdoors under extreme environmental conditions that may include smoke, dirt, dust, fumes and poor visibility.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____