



**Berlin Township
Fire Department**
2708 Lackey Old State Rd
Delaware, Ohio 43015
(740) 548-6031

Craig A. Hall Fire Chief

Berlin Township Fire Department is currently hiring for the position of:

Full Time Fire Captain

The Full Time Fire Captain is assigned to a shift that is responsible for fire suppression, hazardous material response, rescue operations and emergency medical services responsible for responding to emergency scenes, mitigating emergencies, and handling some administrative functions of the Fire Department. They are also responsible for maintaining Fire Department equipment maintaining knowledge of the operation of Fire Department equipment and knowledge of the response area. They must also have a history of strong performance, high productivity, and maintain good attendance. Attached to this posting is a full copy of the position description describing job duties qualifications and requirements.

This position is based on an average 53 hour work week (2,756 hours per year) working the 3 platoon shift schedule with 24 hours on duty followed by 48 hours off duty and will have the potential to work overtime on the off duty days.

The minimum qualifications are as follows:

1. High school diploma or GED
2. Valid Ohio Driver's License with no more than 3 points
3. Firefighter I&II certification
4. EMT-Basic certification
5. Hazardous Materials & Operations certification
6. Minimum of three (3) years at the rank of a fire lieutenant or higher (preferred); or six (6) years as a firefighter

To be considered for this position candidates must submit the following documents:

- 1. A cover letter highlighting specific qualities of themselves as they pertain to the job description**
- 2. Completed Berlin Township Employment application and resume**
- 3. Driver license abstract**

Applicants interested in this opportunity can submit the documents listed above by 5:00PM on Friday July 28, 2017. All documents must be submitted in a single envelope and delivered to the on duty fire officer, or in an email PDF format to jpichert@berlintwp.us.

Contact Assistant Fire Chief Joe Pichert at (614) 581-0553 or jpichert@berlintwp.us with any questions

Compensation

The starting pay range will be Step 1 in the chart below. This position will also have a one year probation period starting on their date of hire.

Category	Step 1 (Probation)	Step 2	Step 3	Step 4	Step 5
Base Salary	\$46,737.60	\$52,561.60	\$54,664.06	\$56,850.63	\$59,124.65
Hourly Rate	\$16.96	\$18.05	\$18.77	\$19.52	\$20.30
FLSA Rate	\$8.48	\$9.03	\$9.39	\$9.76	\$10.15
Overtime Rate	\$25.44	\$27.08	\$28.16	\$29.28	\$30.46
Holiday Rate	\$25.44	\$27.08	\$28.16	\$29.28	\$30.46
Total Hours Worked (Year)	2,756	2,756	2,756	2,756	2,756

Retirement

This position will be required to pay into the Ohio Police & Fire Pension fund (OP&F). The employee contribution will be automatically deducted from the employee's paycheck. The employee's contribution is 12.25% of the employee's gross salary. For those who become an OP&F member after July 1, 2013, normal service retirement is 25 years of service and age 52. Those who become members after July 1, 2013, may still retire at age 48 with 25 years of service, but with a reduced benefit. Beginning November 1, 2017, and every 5 years afterward, the OP&F Board has the authority to adjust the age and service credit requirements (higher or lower). The average annual salary will be calculated using the highest 5 years of salary.

Insurance

Berlin Township will provide medical (Medical Mutual of Ohio), dental (Delta Dental), and vision insurance (VSP) to the employee and qualified family members through a traditional health care plan. The employee will be responsible for 10% of their health insurance premium. For example, the health insurance premium is \$500.00 per month the employee would be responsible for \$50.00 per month, \$25 per paycheck. Additional accidental death and dismemberment insurance is also provided.

Overtime Compensation

This position is eligible to receive overtime and will be required to work mandatory overtime. The employee can choose if they receive overtime (1 ½ times the current hourly rate) or they may elect to use compensatory time (1 ½ times the amount of hours worked in an overtime status). Employees can carry up to 480 hours of compensatory time.

Holiday Compensation

This position will be required to work certain legal holidays. The employee can choose if they receive holiday pay (1 ½ times the current hourly rate) or may earn holiday time (1 ½ times the amount of hours worked on a legal holiday) for actual time worked on a legal holiday. Full time employees can carry over 56 hours of holiday time.

Vacation Leave

This position will receive vacation time after 1 year of continuous service with Berlin Township. The Vacation Time accrual is listed below and 120 hours of vacation time can be carried over from calendar year to calendar year.

Years of Continuous Service	Hours of Vacation Earned	Shift Days of Vacation
Year 1 – Year 5	120	5 days
Year 6 – Year 10	168	7 days
Year 11 – Year 15	224	9 Days
Year 16 – Year 20	264	11 Days
Year 21 -	336	14 Days

Sick Leave

This position will receive 12 hours of sick leave per pay period and can accrue an unlimited amount of sick time.

The hiring process for this position will consist of the following components:

Step 1, Panel Interview

The interview will consist of a panel of interviewers asking questions about the candidate's application, general work ethic, and general character based questions.

Step 2, Scenario Exam

The Scenario exam will consist of different scenarios that a firefighter/EMT could come in contact with. The candidates will be scored based upon how they respond and the actions they take during the presented scenarios.

Step 3, Conditional Job Offer

Upon approval of the Fire Chief and the Berlin Township Board of Trustees a conditional employment offer will be made to the candidate pending the results of the medical exam.

Step 4, Medical Exam

A medical exam will be conducted on the applicant by Mount Carmel Occupational Health.

Step 5, Hire Date

Upon successful completion of the medical exam a hire/start date will be established and the candidate will start their employment with Berlin Township.

SCHEDULE

July 28, 2017: All required paperwork must be submitted by 5:00PM

August 2017: The Panel exam will be conducted and will be followed by the scenario exam. Both exams will be scheduled for the same day.

August 2017-September 2017: Conditional offer made

September 2017: Employment with Berlin Township Fire Department to begin

Berlin Township Fire Department

Job Description

Established: April 6, 2016

Updated: June 3, 2017

FIRE CAPTAIN

This is a public service job based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public service forces. Duties are performed under a variety of known and unknown working conditions that may be dangerous to one's health and well-being. The Fire Captain reports directly to the Fire Chief or his/her designee.

Position Description:

The Captain is responsible for administrative, supervision, and management of the Fire Department. The Captain is assigned to a shift that is responsible for fire suppression, hazardous material response, rescue operations and emergency medical services.

Example of Duties:

The essential functions of the position are:

- Performs duties serving as a confidential staff advisor to the Fire Chief or his/her designee in researching, recommending, crafting, implementing and enforcing policies, directives and procedures.
- Implements department goals and objectives through a comprehensive administration program and coordinates department operations, inspections, maintenance and training under the direction of the Fire Chief or his/her designee
- Performs the roll of officer-in-charge of all fire, rescue and medical operations for assigned shift. Assumes the role of incident commander and determine an overall plan to resolve incidents until command is transferred. Directs subordinates, company officers, and fire crews to appropriate assignments to ensure the plan of action is followed in a safe and efficient manner
- Determines how to deploy personnel during periods requiring special fire department responses and assigned activities. Using independent judgement initiative and skills makes recommendation to Fire Chief or his/her designee regarding all matters concerning fire protection, rescue procedures and emergency medical systems
- Supervises and develops the scheduling and coordination of shift levels, changes, and activities. Responsible to ensure proper staffing levels. Supervises Fire Lieutenants and subordinates staff in their assigned duties as directed
- Assists in long range planning and implementation of department budget. Assists the Fire Chief or his/her designee in the planning process for capital projects and the drawing of specifications for new equipment
- Assists in the development of minimum standards of training and technical competence for all fire department personnel: delivers training as scheduled. Responsible for specific training programs for new employees and officer development. Ensures the readiness of personnel and equipment under their supervision. Becomes knowledgeable and ensures the unitization of the National forms Incident Management System (NIMS) and the National Response Plan (NRP)
- Maintains discipline and insures that personnel follow department rules and regulation. Evaluates work performance of subordinates. Prepares employee evaluations and effectively recommends and participates in hiring, transfers, promotions, suspensions and other disciplinary matters of subordinates
- Assists in the development and maintenance of effective system of records and reports of alarm response, fire and causality reports, personnel actions, quarters, training, apparatus and equipment
- Supervises the completion, maintenance and/or quality assurances of incident reports, personnel reports on sick leave, vacations, shift exchanges, disciplinary actions. Accident and injury reports, training and such other department forms as needed
- Establishes and maintains the highest level of customer service by providing a positive working relationship with all stakeholders

Other minor duties and responsibilities include:

- Performs station inspection on a monthly basis and drafts reports and plans for issues of importance to the Fire Chief or his/her designee.
- Responsible for building and equipment maintenance readiness. Develops specifications, assigns duties, and supervises work of subordinates and contractors
- Carries out duties in conformance with Federal, State, County and Berlin Township resolutions.
- Coordinates activities with other supervisors of Berlin Township and exchanges information with officers in other fire departments. Maintains contact with general public, department officers and other Township officials in the performance of the fire department activities.
- Attends department head meetings and Township Board Meetings at the direction of the Fire Chief or his/her designee. Attends all command staff and open staff meetings
- Attends training courses, meetings and conferences as directed by Fire Chief or his/her designee. May be required to confer with citizens on problems, concerns, and accidents. Assists in planning and implementing public safety education programs for civic, educational, business and public.
- Confers with Fire Chief or his/her designee on a regular basis, discussing work processes, problems and plans and receives advice counseling and instruction.
- May respond as a member of a medical team to bring basic emergency medical care to the citizens of the community. Performs emergency aid activities including administering first aid and providing other assistance as required. Performs as a certified Firefighter/EMT according to criteria and standards set forth by the department when assigned.
- Maintain insurability under all Berlin Township automobile and liability insurance policies

Knowledge, Skills and Abilities:

- Considerable ability to plan, organize, manage and administer activities required coordination with others.
- Ability to work effectively with employees, other agencies and the public.
- Ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort
- The ability to establish and maintain effective interpersonal relationship with employees, other divisions and the public.
- The ability to communicate effectively, verbally and in writing
- Ability to ensure compliance with and follow stand safety practices and procedures common to fire safety programs
- Ability to research and obtain pertinent information through various resources including state statutes and administrative regulations
- Ability to read and understand codes and ordinances. Ability to work independently with only occasional review of work performance or records
- Ability to use personnel computer equipment to access, retrieves, or input information.
- Ability to operate fire suppression and other emergency equipment.
- Ability to apply training to others to learn standard firefighting, emergency aid, hazardous materials and fire prevention techniques
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolong periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to act effectively in emergency and stressful situations
- Skilled in all types of equipment and vehicle operations
- Ability to deal with difficult working conditions and all types of weather
- Ability to work in high places and in hazardous areas
- Ability to ensure and follow safety practices and procedures
- Ability to understand, speak and write the English language fluently and use proper grammar, punctuation and spelling
- Ability to prepare, organize and maintain office data, reports and systems
- Knowledge of Fire Department Administration
- Effective communication, oral and write, with supervisors, peers and public
- Understanding and following work rules, and Suggested Operating Guidelines
- Read, write, add and subtract
- Knowledge of national, state and local laws and fire/safety codes
- Organize, direct, and coordinate written and oral reports
- Skilled in report writing, driving of emergency vehicles, and use of computers on vehicles, two – radios
- Knowledge in fire protection systems, water supply, building construction, direct fire and rescue operations, disaster control, extinguishment of combustibles and flammable materials
- Skills in firefighting, EMT, fire inspection, fire scene command and public relations

Tools and Equipment Used:

Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions. The ability to use the following tools and equipment is essential to perform the functions of the job:

- Fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders first aid equipment, radio, computer, phone, camera, drafting equipment, measuring devices, power tools, hand tools, rescue equipment, air monitoring devices, chain saws, shovels, brooms, ladders, air tools, exhaust fans and generators
- Must be able to operate car, truck, fire apparatus, boats, Kubota 461, snow plow, Township tractors, and any other Berlin Township equipment as deemed by the Fire Chief.
- Must be able to apply patient restraints, first-aid equipment, oxygen blood pressure equipment, defibrillators test equipment, general medical equipment, patient lifting devices and breathing apparatus
- Must wear steel tip boots, hearing and eye protection, firefighting turnout clothing, hi-visibility vest, and hazardous materials protective clothing.

Physical Demands:

- Standing, walking and sitting
- Stooping, kneeling, crouching, and crawling
- Running, grappling, climbing, balancing and bending/twisting
- Reaching, feeling, talking and hearing
- Meet the medical standards established by the N.F.P.A. 1582 and the medical testing facilities
- Meet the required standards established by N.F.P.A. for yearly fit testing for respirator use
- Lift/carrying, pushing/pulling: 100 pounds or more.
- Handling, grasping, and fingering: fire hose, performing CPR, utilizing patient lifting devices, etc.
- Wearing of self-contained breathing apparatus while performing firefighting duties.

Work Environment:

- Workplace environment that may be confined.
- Exposure to extreme cold and normal, or hot and normal temperature changes
- Contact with water or liquids
- Exposure to hazardous conditions such as mechanical electrical, chemical, burns, explosives, heights, physical injury and fast moving vehicles
- Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust and poor ventilation

Required Education, Training and Experience

Requires the following certificates at time of appointment:

- Possess a high school diploma or its equivalent;
- Possesses and maintains a valid Ohio driver's license with no more than 3 points at time of hire;
- Maintains State of Ohio Firefighter I & II certification
- Maintains an State of Ohio Basic EMT-B certification;
- Maintains Hazardous Materials Operations level certification;
- Minimum of three (3) years at the rank of a fire lieutenant or higher (preferred); or six (6) years as a firefighter

Failure to maintain required certificates and license, or failure to obtain requirements within the time limits is cause for suspension, demotion, or termination

Career Development

The Fire Chief may deem this position to have the following certifications:

- National Incident Management System (NIMS): ICS 100, ICS 200, ICS 700, and ICS 800
- National Incident Management System (NIMS): ICS 300 and ICS 400
- State of Ohio Fire Instructor
- State of Ohio Fire Safety Inspector Class or Company Fire Inspections
- Attend seminars/classes recommended by Fire Chief