

**ORDINANCE NO. 25-23**

**AN ORDINANCE AMENDING §256.98 OF THE CODIFIED ORDINANCES  
OF THE CITY OF AVON TO REVISE THE CLASSIFICATION  
SPECIFICATION FOR THE POSITION OF FIRE LIEUTENANT/PARAMEDIC  
AND DECLARING AN EMERGENCY**

**WHEREAS**, the Administration desires to amend the Classification Specification for the existing position of Fire Lieutenant/Paramedic; and

**WHEREAS**, the Administration seeks to have Council adopt an amendment to '256.98 to facilitate the changes to this classification specification; and

**WHEREAS**, Council, after reviewing the proposed Classification Specification, finds that the goals sought to be achieved by the Administration for this position to have been met and adoption of same is in the best interests of the health, safety and welfare of the citizens of Avon.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON, LORAIN COUNTY, OHIO:**

Section 1 - That the revised Classification Specification for the position of Fire Lieutenant/Paramedic, attached hereto as Exhibit A and incorporated herein, is hereby adopted.

Section 2 - The Codifier is hereby instructed to remove the previous version and insert this amended classification specification into Section 256.98.

Section 3 - 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 of any of its committees that 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 4 - That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the citizens of the City of Avon, the immediate emergency being the necessity to amend the Classification Specification for the position of Fire Lieutenant/Paramedic as soon as possible; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: February 27, 2023

DATE SIGNED: February 27, 2023

By: Brian Fischer  
Brian Fischer, Council President

Ordinance No. 25-23 (Con't)

APPROVED BY THE MAYOR February 28, 2023



\_\_\_\_\_  
Bryan K. Jensen, Mayor

APPROVED AS TO FORM:

John A. Gasior  
John A. Gasior, Law Director

ATTEST:

Barbara J. Brooks  
Barbara J. Brooks, Clerk of Council

POSTED: March 1, 2023  
Electronically and at City Hall  
As provided by Council

Prepared by:  
John A. Gasior, Esq.  
Law Director

I, Barbara J. Brooks, Clerk of the Council of the City of Avon, Ohio, hereby certify this document to be a true and exact copy of Ordinance No. 25-23, passed by the Council of said City on February 27, 2023.

IN WITNESS WHEREOF, I have on this 28<sup>th</sup> day of February, 2023, affixed my signature and official seal.

Barbara J. Brooks  
Barbara J. Brooks, Clerk of the Council  
of the City of Avon, Ohio

**CLASSIFICATION SPECIFICATION**

**CITY OF AVON**

An Equal Opportunity Employer

**TITLE:** Fire Lieutenant/Paramedic

**JOB RESPONSIBILITIES:** Under direction, serves as officer in command of a fire station or assigned company; responds to emergency calls and assists with the control and suppression of fires; responds to calls for emergency medical treatment and provides emergency medical services at the paramedic level.  
 Performs other related duties as required

**QUALIFICATIONS:**

Must meet City residency requirements. Completion of secondary education (high school or GED), and must be certified by the State of Ohio ~~as with a full-time firefighter II (two hundred forty [240] hours or greater), Emergency Medical Technician-Paramedic (EMT-P), and a Fire Safety Inspector,~~ plus **forty-eight (48) months, not including the employee's probationary period, twelve (12) months experience** as a City of Avon Firefighter, or equivalent. Must **be able to qualify for and** remain insurable under the City's vehicle insurance policy.

**LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:**

Must be certified by the State of Ohio ~~with as a full-time firefighter II certification (two hundred forty [240] hours or greater),~~ as an EMT-P, ~~and as a Fire Safety Inspector\*,~~ **and a Fire Training Instructor.** \* Must possess **and maintain a valid** State of Ohio driver's license. **Must be able to qualify for and remain insurable under the City's vehicle insurance policy.**

<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. Supervises fire fighters as officer in command of <b>an emergency situation</b> , a fire station or assigned company <b>until command is transferred</b> (plans and assigns tasks, recommends discipline or commendation, evaluates performance, provides training, etc.); <del>exercises command at fire fighting operations;</del> exercises control over manpower, equipment, and operations; <b>uses supervisory strategies such as positive feedback, mentoring, counseling, verbal and written cautioning, and corrective discipline. Assists with and contributes to the performance evaluations of subordinates;</b> ensures the readiness of equipment and manpower <b>at the beginning and throughout the shift.</b>	1. <b>Knowledge of</b> (1) supervisory practices, (2) division policies and procedures, (3) modern fire fighting operations, principles, practices, and equipment, (4) geographical layout of the City, (5) safety practices and procedures, (6) modern emergency medical services principles, practices, and equipment, (7) HAZMAT response procedures and equipment, (8) <del>confined-space</del> rescue procedures and equipment, (9) <b>modern</b> incident command system (ICS) principles and practices (e.g., Blue Card Certification*); (10) fire safety codes; (11) National Incident Management Systems (NIMS) module (300); (12) all job-related software programs.* <b>ability to</b> (13) communicate effectively, (14) exercise sound judgment during stressful situations, (15) follow

**TITLE:** Fire Lieut./Paramedic

# CLASSIFICATION SPECIFICATION

## CITY OF AVON

An Equal Opportunity Employer

**TITLE:** Fire Lieutenant/Paramedic

Page 2 of 5

<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
	<p>2. Responds to emergency calls and performs any and all firefighter functions necessary to assist with the control and suppression of fires such as <i>taking command of the scene until a higher ranking officer is present</i>, making openings in buildings, laying hose, <i>victim search and rescue</i>, operating engines, trucks, and other equipment, etc.</p>	<p>1. (continued) detailed instructions, (16) collect, analyze, and interpret data, (17) prepare accurate documentation, (18) develop and maintain effective working relationships; <i>(19) work independently or with others, (20) perform heavy manual labor for extended periods of time, (21) maintain physical fitness for job requirements, (22) maintain proficiency in rescue equipment and training, and instruct others as assigned skill in</i> (23) operating/utilizing fire fighting tools and equipment, (24) operating/utilizing emergency medical services tools and equipment, (25) operating/utilizing HAZMAT response tools and equipment, (26) operating/ utilizing tools and equipment used in emergency rescue situations. <i>(27) operating / utilizing mobile and portable radio equipment, (28) operating / utilizing mobile and desktop computer equipment and software including data entry programs, (29) ICS, effective leadership practices, and corrective discipline.</i></p> <p>2. <b>Knowledge of</b> (1), (2), (3), (4), (5), (6), (9), <i>(11), (12)*</i>, <b>ability to</b> (13), (14), (19), (20), (21), (22), <b>skill in</b> (23), (24), (26), (27), (28), (29).</p>

**TITLE:** Fire Lieut./Paramedic

Developed by Clemans, Nelson & Associates, Inc.  
Dublin, Ohio 43017

**Approval Date** \_\_\_\_\_  
{2/15/2023 CLAVNCI 00293211.DOC }

3. Responds to calls for emergency medical treatment and provides any and all *paramedic* services *which they are* he is certified to perform; operates rescue squad vehicle to respond to emergency ~~medical~~ situations.

*4. Responds to and provides professional services for non-emergency calls and calls for public service.*

3. **Knowledge of** (1), (2), (5), (6), (9), *(11), (12)\**, **ability to** (13), (14), (19), (20), (21), (22), **skill in** (23), (24), (26), (27), (28), (29).

4. **Knowledge of** (2), (4), (12)\*, **ability to** (13), (15), **skill in** (28).

# CLASSIFICATION SPECIFICATION

## CITY OF AVON

An Equal Opportunity Employer

**TITLE:** Fire Lieutenant/Paramedic

**Page 4 of 5**

<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
	<p>5. Responds to <i>and provides professional services for other types of</i> emergency rescue or emergency assistance situations (e.g., hazardous material spills, <i>acts of active violence</i>, confined space rescues, <i>trench rescues, search and rescue, water rescues</i>, etc.).</p> <p>6. Performs a variety of other <i>assignments</i> tasks in order to assist with the efficient operation of the division <i>and bureaus within the fire division, including assisting other officers with their assigned category tasks (e.g., EMS supplies, mapping, etc.)</i>; (assists with the maintenance of equipment and facilities, etc.).</p> <p>7. <i>Schedules, supervises, and/or attends events of positive community impact or education of the public, an takes an active role in the above.</i></p> <p>8. Inspects or assists with inspection of businesses, factories, institutions, etc., in order to ensure compliance with City fire safety codes. <i>Investigates fire for cause and origin to ensure compliance with state regulations. Presents training programs and assists with orientation of new employees; verifies accuracy and accountability with assigned training.</i></p> <p>9. Participates in training drills and studies materials in order to enhance skills and improve response readiness; maintains</p>	<p>5. <b>Knowledge of</b> (1), (2), (4), (5), (7), (9), (11), (12)*, <b>ability to</b> (13), (14), (15), (17), (18), (19), <b>skill in</b> (25), (26).</p> <p>6. <b>Knowledge of</b> (1), (2), (4), (5), (7), (9), (11), (12)*, <b>ability to</b> (13), (14), (15), (17), (18), (19), <b>skill in</b> (25), (26).</p> <p>7. <b>Knowledge of</b> (12)*, <b>ability to</b> (13), (15), (17), (18), (19).</p> <p>8. <b>Knowledge of</b> (1), (2), (3), (4), (5), (7), (9), (11), (12)*, <b>ability to</b> (13), (14), (15), (16), (17), (18), (19), <b>skill in</b> (29).</p> <p>9. <b>Knowledge of</b> (1), (2), (4), (5), (7), (9), (11), (12)*, <b>ability to</b> (13), (14), (15), (18), (19), <b>skill in</b> (25), (26).</p>

**TITLE:** Fire Lieut./Paramedic

Developed by Clemans, Nelson & Associates, Inc.  
Dublin, Ohio 43017

**Approval Date** \_\_\_\_\_  
{2/15/2023 CLAVNCI 00293211.DOC}

required licensure and certification.

10. Prepares and maintains records, reports, and other documentation, *including verifying completion and accuracy of EMS and fire reports, maintenance records, repair requests / reporting deficiencies.*

**10. Knowledge of** (1), (2), (4), (5), (7), (9), *(11), (12)\**, **ability to** (13), (14), (15), (17), (18), (19), **skill in** (25), (26).