

ORDINANCE NO. 23-23

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

WHEREAS, the Administration desires to amend the Classification Specification for the existing position of Fire Captain/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 Captain/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 Captain/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. 23-23 (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. 23-23, passed by the Council of said City on February 27, 2023.

IN WITNESS WHEREOF, I have on this 28th 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 Captain/Paramedic

JOB RESPONSIBILITIES: Under direction, serves as officer in command of emergency situations, fire station, assigned companies, or major functions; controls and supervises the manpower and equipment under areas of jurisdiction; 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 ~~with as a full-time firefighter II (two hundred forty [240] hours or greater)~~, Emergency Medical Technician-Paramedic (EMT-P), and a Fire Safety Inspector, plus twelve (12) months experience as a City of Avon full-time Fire Lieutenant, ~~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. 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.**

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	<p>1. Supervises subordinate personnel as officer in command of emergency situations, fire station, assigned companies, or major functions (plans and assigns tasks, recommends discipline or commendation, assists with evaluation of performance, assists with training, etc.) assumes command of scene until transferred; exercises control and accountability over manpower, equipment, and operations; ensures the readiness of equipment and manpower. Uses supervisory strategies such as positive feedback, mentoring, counseling, verbal and written counseling, and corrective discipline. Conducts, documents, and reviews performance evaluations with subordinates.</p>	<p>1. Knowledge of (1) supervisor practices, (2) division policies and procedures, (3) modern fire fighting operations and 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) confined space rescue procedures and equipment, including trench, confined space, structural collapse, search, water, etc.; (9) City fire safety codes, (10) employee training and development trench-rescue procedures and equipment; (11) Fire Training Instructor,</p>

TITLE: Fire Capt./Paramedic

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

Approval Date _____
 {2/1/2023 CLAVNCI 00292492.DOC }

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Fire Captain/Paramedic

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
2.	<p>Responds to emergency calls for fire suppression and medical situations and provides any and all services <i>they are</i> he is certified to perform; operates rescue squad vehicle, <i>when needed</i>, to respond to emergency medical situations; <i>responds to and provides professional services for non-emergency calls and calls for public service; provides supervision and/or coordination of multi-agency response or services</i> directs and assists with the control and suppression of fires.</p>	<p>1. <i>(12) modern incident command system (ICS) principles and practices (e.g., Blue Card Certification*), (13) National Incident Management Systems (NIMS) module (400), (14) all job-related software programs, ability to (15) communicate effectively, (16) exercise sound judgment during stressful situations, (17) collect, analyze, and interpret data, (18) prepare accurate documentation, (19) develop and maintain effective working relationships; skill in (20) operating/utilizing fire fighting tools and equipment, (21) operating/utilizing emergency medical services tools and equipment, (22) operating/utilizing HAZMAT response tools and equipment, (23) operating/utilizing tools and equipment used in emergency rescue situations, (24) operating / utilizing mobile and portable radio equipment, (25) operating / utilizing mobile and desktop computer equipment and software including data entry programs, (26) ICS, effective leadership practices, and corrective discipline.</i></p> <p>2. Knowledge of (3), (4), (5), (6), (7), (8), ability to (15), (16), (27) work independently or with others, (28) perform heavy manual labor for short periods of time; <i>(29) maintain physical fitness for job requirements; (30) maintain proficiency in rescue equipment and training, and instruct others as assigned; skill in</i> (20), (21), (22), (23), (24), (25), (26).</p>

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CITY OF AVON

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	<p><i>3. Schedules, coordinates, supervises, and/or attends events of positive community impact or education of the public, and takes an active role in the above.</i></p> <p>3- <i>4. Inspects and/or oversees inspection of businesses, factories, institutions, etc., in order to ensure compliance with City fire safety codes. Investigates fire for cause and origin to ensure compliance with state regulations.</i></p> <p>5- <i>5. Conducts research and prepares records, reports, and other documentation, including accountability for assigned categories such as: vehicle maintenance, hydrant mapping / flushing, hose testing, EMS supplies, training and training records, operation SOP's, etc.; assists with the development of annual budget request for fire division; coordinates and presents directs and oversees training programs for the fire division and assists with the orientation of new employees; verifies accuracy and accountability with assigned training.</i></p> <p><i>6. Participates in training drills and studies materials in order to enhance skills and improve response readiness; maintains required licensure and certification.</i></p>	<p>3. Knowledge of (1), (2), ability to (15), (19), (27).</p> <p>4. Knowledge of (2), (9), (14) ability to (17), (18), (31) calculate fractions, decimals, and percentages, skill in (25).</p> <p>5. Knowledge of (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11), (12), (13), (14), ability to (15), (17), (18), (19); skill in (26).</p> <p>6. Knowledge of (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11), (12), (13), (14), ability to (15), (17), (18), (19), skill in (20), (21), (22), (23).</p>

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7. Performs a variety of other *assignments* tasks in order to assist with the efficient operation of the *fire* division *and bureaus within the fire division including verifying completion and accuracy of EMS and fire reports, maintenance records, repair requests / reporting deficiencies* (~~inventories supplies and equipment, receives and responds to citizen inquiries,~~ *oversees and* assists with *maintaining the cleanliness and orderliness of the fire station, including daily facilities* ~~the maintenance and upkeep of equipment and facilities,~~ *assists with vehicle and equipment maintenance,* etc.).

7. **Knowledge of** (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11), (12), (13), (14), **ability to** (15), (17), (18), (19); **skill in** (26).