

*Village of Crooksville, Ohio*  
**ORDINANCE NO. 2701**

**ORDINANCE AMENDING ORDINANCE NUMBERS 2466, 2540, 2627 AND 2694  
AND ADDING THE POSITION OF FULL TIME FIRE CHIEF  
AND REPLACING EXHIBIT A, PAGE 39,  
OF THE VILLAGE OF CROOKSVILLE  
EMPLOYEE POLICIES AND PROCEDURES MANUAL  
AND DELCARING AN EMERGENCY**

**Whereas**, the Village of Crooksville has heretofore adopted an Ordinance providing a manual for employee policies and procedures, to wit Ordinance No. 2466, adopted September 16, 2013, and an Ordinance amending and replacing Exhibit A to that manual, to wit Ordinance No. 2540, adopted September 8, 2015, and an Ordinance adding the position of Assistant Police Chief, adding certain job descriptions and again replacing Exhibit A to that manual, to wit Ordinance No. 2627, adopted September 17, 2018, and an Ordinance adding education, training and policy requirements mandated by ORC 109.43 and 149.43(E)(1) and again replacing Exhibit A to that manual, to wit Ordinance No. 2694, adopted April 5, 2021;

**Whereas**, the Village Council desires to supersede and amend Exhibit A of the Village of Crooksville Employee Policies and Procedures Manual adopted by Ordinance No. 2466 and thereafter amended by Ordinance No. 2540, and thereafter amended by Ordinance No. 2627, and thereafter amended by Ordinance No. 2694, only to the extent necessary to revise employee positions and wage ranges as the same appear on Exhibit A as adopted September 16, 2013, and amended on September 8, 2015, and amended thereafter on September 17, 2018, and amended thereafter on April 5, 2021, to the employee positions and wage ranges as the same are amended and appear on Exhibit A – 2021-2 attached hereto and incorporated herein by reference; and

**Whereas**, the Village Council further desires to add the position of Full Time Fire Chief to the positions currently available within the Village of Crooksville Police Department; and

**Whereas**, the Village Council further desires to add a job description applicable to the position of Full Time Fire Chief within the Village of Crooksville.


**NOW THEREFORE BE IT, AND IT IS HEREBY ORDAINED** by the Village of Crooksville, Perry County, State of Ohio, that:

1. Ordinance 2466 and Ordinance 2540 and Ordinance 2627 and Ordinance 2694 are hereby amended **ONLY** to the following extent:
  - a. Exhibit A (page 39), as amended to Exhibit A – 2015 (page 39-2015) of the Village of Crooksville Employee Policies and Procedures Manual, titled “Village of Crooksville Pay Ranges,” and thereafter amended and superseded with Exhibit A – 2018 (page 39-2018), and thereafter amended and superseded with Exhibit A – 2021 (page 39-2021) is hereby amended and superseded with Exhibit A – 2021-2 (page 39 A-2021-2), attached hereto and incorporated as if fully rewritten herein.


- b. Exhibit C (pages 45-67) of the Village of Crooksville Employee Policies and Procedures Manual, titled Job Descriptions for All Village of Crooksville Employees is hereby amended to ADD the position of Full Time Fire Chief to available positions within the Village of Crooksville Police Department, and to ADD Exhibit C – 2021, Crooksville Fire Department – Fire Chief – Exempt Regular Full-time Position, Job Description (pages 67-5 through 67-8), a copy of which is attached hereto and incorporated herein by reference.
2. This amending ordinance shall affect only the exhibits and pages as noted, and shall not affect any other portion of Ordinance No. 2466 or other amending Ordinances thereto as a whole.
3. Emergency Clause: This ordinance is hereby declared an emergency measure necessary for the immediate preservation of the peace, health, safety and welfare of the Village of Crooksville and the members thereof, and to ensure, upon opening of the Village’s new fire and EMS facility, the efficient and timely supervision, operation and maintenance of the Fire Department and EMS Services which are necessary to the public health and safety of the Village and surrounding communities served by said Department. Therefore, this Resolution shall go into immediate effect upon its passage.

**1<sup>st</sup> Reading:** Waived on at least ¾ Vote  
**2<sup>nd</sup> Reading:** Waived on at least ¾ Vote  
**3<sup>rd</sup> Reading:** Passed on at least 2/3 Vote, September 7, 2021

**Passed:** September 7, 2021


  
\_\_\_\_\_  
**Chris Mohler, Mayor**

ATTESTED:

  
\_\_\_\_\_  
Marilyn Horner, Fiscal Officer

**Posting Certification**

This ordinance was posted at the five prescribed locations within the Village of Crooksville, Ohio, on the 8<sup>th</sup> day of September, 2021.

  
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Marilyn Horner, Fiscal Officer



**Village of Crooksville Pay Ranges- 2021**

<b>Service Dept. Supervisor-</b>	<b>\$15.00-20.00 per hour</b>
<b>Street Dept. Foreman-</b>	<b>\$12.00-20.00 per hour</b>
<b>Water Dist. Foreman Class I-</b>	<b>\$15.00-22.00 per hour</b>
<b>Water Dist. Foreman-</b>	<b>\$14.00-18.00 per hour</b>
<b>Sanitation Foreman Class I-</b>	<b>\$15.00-22.00 per hour</b>
<b>Sanitation Foreman-</b>	<b>\$10.00-18.00 per hour</b>
<b>Maintenance Foreman-</b>	<b>\$12.00-20.00 per hour</b>
<b>Service Dept. Level II-</b>	<b>\$12.00-16.00 per hour</b>
<b>Service Dept. Level I-</b>	<b>\$10.00-12.00 per hour</b>
<b>Service Dept. Part Time-</b>	<b>\$9.00-15.00 per hour</b>
<b>Meter Technician-</b>	<b>\$11.00-15.00 per hour</b>
<b>Project Employee</b>	<b>\$10.00-12.00 per hour</b>
<b>Recreation Supervisor-</b>	<b>\$10.00-15.00 per hour</b>
<b>Comm. Service Supervisor-</b>	<b>\$12.00-15.00 per hour</b>
<b>Park Caretaker-</b>	<b>\$10.00-15.00 per hour</b>
<b>Administrative Assistant-</b>	<b>\$10.00-20.00 per hour</b>
<b>Income Tax/Utility Billing Supervisor-</b>	<b>\$12.00-20.00 per hour</b>
<b>Billing Clerk II-</b>	<b>\$12.00-16.00 per hour</b>
<b>Billing Clerk I-</b>	<b>\$11.00-14.00 per hour</b>
<b>Village Fiscal Officer's Assistant</b>	<b>\$11.00-16.00 per hour</b>
<b>Chief of Police-</b>	<b>\$17.00-22.00 per hour</b>
<b>Assistant Chief of Police-</b>	<b>\$15.00-20.00 per hour</b>
<b>Sergeant Patrolman-</b>	<b>\$13.00-16.00 per hour</b>
<b>Corporal Patrolman-</b>	<b>\$12.00-16.00 per hour</b>
<b>Patrolman-</b>	<b>\$12.00-15.00 per hour</b>
<b>Patrolman Part Time-</b>	<b>\$12.00-14.00 per hour</b>
<b>Court Clerk-</b>	<b>\$12.00-15.00 per hour</b>
<b>Pool Manager-</b>	<b>Min. Wage-13.00 per hour</b>
<b>Pool Manager Assistant</b>	<b>Min. Wage-12.00 per hour</b>
<b>Head Lifeguard-</b>	<b>Min. Wage-11.00 per hour</b>
<b>Lifeguard-</b>	<b>Min. Wage-10.00 per hour</b>
<b>Village Fiscal Officer-</b>	<b>\$26,000-55,000 Salary</b>
<b>Village Administrator-</b>	<b>\$40,000-77,000 Salary</b>
<b>Full Time Fire Chief-</b>	<b>\$43,680-55,000 Salary</b>



Exhibit C

## Crooksville Fire Department

**Title:** FIRE CHIEF

**Position:** Exempt Regular Full-time Position

The Fire Chief position is an exempt, full-time position. The Chief is expected to work approximately 40 hours per week, but with flexible hours to provide emergency response.

**Supervisor:** Mayor

**Summary:** The Fire Chief shall manage, lead, and command the Crooksville Fire/EMS Department. EMS response is the majority of calls.

**Essential Duties and Responsibilities:**

Fire Chief is accountable for the following essential duties, but the Chief may delegate duties to department officers.

1. Plans, coordinates, supervises, and evaluates all department operations.
2. Serves as an effective leader of the department volunteer responders developing with them a shared understand of the role of the CFD and its volunteers as an essential function within the Village of Crooksville.
3. Manage department administrative functions including inventories, maintenance records, training records, agency reporting, run sheets, ambulance billing and HIPAA compliance assurance.
4. Responds to emergency calls: Coordinates department resources for a proper and timely response. Is prepared to take the role of incident commander at major incidents.
5. Assigns equipment and personnel for response to calls for outside aid where mutual aid agreements are in force and in other cases only when absence of such equipment and personnel will not compromise the Village's ability to provide fire protection and emergency medical services within the Village of Crooksville.
6. Conducts or coordinates maintenance of response vehicles, equipment, and station facilities to assure response readiness within approved budget. Maintains data for maintenance logs.
7. Supervises all department responders.
8. Plans departmental operation with respect to equipment, apparatus, EMS supplies, company assignments, personnel, and safety requirements. Supervises the implementation of such plans.
9. Develops, maintains, and enforces department operating procedures governing discipline, training, maintenance, and operation of the CFD.
10. Acts as primary training officer, organizing and or leading regular Fire and EMS drills or training sessions at least three times per month. Coordinates with private, state, and federal training officers for the additional training of department personnel. Maintains training records for CFD responders.

11. Prepares, in consultation with the Village Administrator, Village Fiscal Officer, and Mayor, the draft CFD annual budget, including operational and capital requirements.
12. Plans and oversees fire facility improvements within budget approved by City Council and makes recommendations for new or replacement facilities and equipment.
13. Controls departmental expenditures within Council-approved budget appropriations, in accordance with the Village's purchasing policies and procedure and the direction from the Village Fiscal Officer.
14. Maintains necessary records and other controls over all response gear such as inventories, maintenance records, maps, etc.
15. Responsible for mainlining fire department facilities and equipment in clean, organized, safe, and ready condition.
16. Conducts community outreach for fire prevention, emergency preparedness, pre-fire planning, fire extinguisher, first aid, and CPR training.
17. Arranges for the services of medical director and coordinates with the medical director to provide for safety, effectiveness, and legal compliance in response to medical emergencies.
18. Prepares and submits a report of CFD activities to the Village Council. Prepares and submits other reports as requested by the Council, regarding the department's activities.
19. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public regarding CFD activities.
20. Assists the State Fire Marshal and other authorities in the investigation of the cause and origin of fire protection and prevention regulations within the Village directed by the State Fire Marshal and as authorized by the State law.
21. As approved by the mayor, attends training, conferences, and meetings to keep abreast of current regulations, standards, and best practices.
22. Develops and submits grant applications, in compliance with Village policies and procedures, to support departmental operations, facility improvements and equipment purchases.
23. Other job-related duties as assigned and agreed.
24. Develops and submits grant applications, in compliance with Village policies and procedures, to support departmental operations, facility improvements and equipment purchases.
25. Other job-related duties as assigned and agreed.

### **Qualifications**

1. Graduation from high school or GED equivalent.
2. Specialized training in fire department administrations (desired).
3. Prior work experience of a progressively responsible nature providing and managing firefighting and prevention, and/or emergency medical services, and/or hazardous material response including supervisory duties.
4. Prior work experience recruiting, training, and supervising volunteers necessary to meet community needs for firefighting and prevention, and/or emergency medical services and/or hazardous material response (desired). General work experience involving leading, managing, training, and supervising workers or volunteers.



## **Knowledge, Skills and Abilities**

Position requires familiarity with municipal government structure, roles, and processes, plus knowledge, skills, and abilities in:

1. Modern fire suppression and prevention and emergency medical services principles, including procedures, techniques, and equipment.
2. Identifying and applying laws, ordinances, departmental standard operating procedures, and regulations necessary and appropriate to the provision of fire suppression and prevention and emergency medical services.
3. Recruiting, training, and leading volunteer fire fighters and EMS responders in a small-town department.
4. Using tools and equipment needed for operation and maintenance of CFD response equipment.
5. Training and supervising subordinate personnel.
6. Performing work requiring good physical condition.
7. Communicating effectively orally and in writing.
8. Exercising sound judgement in evaluating situations and in making decisions.
9. Establishing and maintaining effective working relationships with Department volunteers, other Village employees, the Council, supervisors, and the public.

## **Certifications/Licenses**

1. EMT-B Certification
2. II Fire Fighter Certification (desired). Advanced Firefighter and Fire Officer certifications (desired).
3. Valid State of Ohio Driver's License.

## **Other**

1. Eighteen years of age or older at the time of hire.
2. Ability to meet physical demands of emergency response activities.

## **Work Conditions**

### **Tools and Equipment Used**

Emergency medical vehicles and equipment, EMS supplies, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, emergency medical equipment, radio, pager, 911 communications system, computers, email, phone, and facsimile.

### **Physical Demands**

The physical demands described here are representative to those Fire Chief is expected to encounter.

1. The Chief must frequently lift and/or move objects weighing up to 20 pounds, and occasionally up to 70 pounds.

2. Vision requirement for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
3. The Chief must hear well enough to discern oral and radio communications in a noisy emergency response environment.
4. The Chief will be required to don, and perform work in, personal protective equipment including fire turn-out gear, self-contained breathing apparatus, air-purifying respirator, eye protection, and hearing protection.

### **Work Environment**

The work environment conditions described here are representative of those the Chief is expected to encounter while performing the essential job functions. The Chief's work is performed in the fire hall office, in public meetings, on the apparatus floor, in vehicles, and in outdoor setting, under all weather conditions, including temperature extremes, during day and night, and in emergency and stressful situations.

The Chief may also be exposed to the following work conditions and hazards:

1. Cold and/or wet weather.
2. Fire and explosion hazards.
3. Airborne inhalations hazards including toxic smoke, gasses, vapors, dusts, mists, and fumes.
4. Hazardous liquids such as petroleum products and toxic household or light industrial materials.
5. Hazardous physical agents such as electric shock, noise (which may exceed 100 dBA for brief periods), whole body vibration, and heavy work in ergonomically awkward positions.
6. Hazardous biological agents such as bloodborne pathogens.

### **Notice**

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the Village of Crooksville and an applicant for the position or an employee holding the position. The position description is subject to change by the Village of Crooksville, in its sole discretion, as the needs of the Village and requirements of the position change.