

POSITION DESCRIPTION
CITY OF FOSTORIA
An Equal Opportunity Employer
Page 1 of 3

Job Title: **SAFETY SERVICE DIRECTOR**

Department: Administration

Immediate Supervisor: Mayor

Positions Supervised: Cemetery and Parks Working Foreman
Custodian
Fire Chief
Police Chief
Sewer Collection Working Foreman
Street Department Working Foreman
Water Distribution Working Foreman
Water Treatment Plant Chief
Wastewater Treatment Plant Chief

JOB RESPONSIBILITIES:

Under general direction, the Safety Service Director enforces all police, fire, safety, health and sanitary regulations, as prescribed by city ordinance or Ohio law and ensures citizens receive reliable, efficient and courteous city services.

QUALIFICATIONS:

Bachelor's degree in public administration or business and a minimum of five (5) years progressive experience in public administration; or, an equivalent combination of education, training and experience. Must possess a valid Ohio driver's license with an acceptable driving record.

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

Date Submitted: April 1997

Overtime:			
Non-Exempt []	Exempt [x]		
	Admin. [x]	Prof. []	Exec. []

CITY OF FOSTORIA

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Department policies and procedures* • City services* • Public administration • Budget development and administration • State and federal employment laws* • Americans with Disabilities Act requirements* • Supervisory methods* • Employee selection and training methods* • Applicable state and local building codes and ordinances • OSHA regulations* • Inspection and safety evaluation methods • Hazardous material handling methods • EPA requirements* • Road repair methods* 	<ul style="list-style-type: none"> • Develop and maintain effective working relationships with state and community leaders and the public • Interpret and apply laws, regulations and policies • Allocate funds based upon availability and department needs • Maintain a positive work environment for employees • Identify qualified employees through screening and interviewing methods • Identify employee strengths and weaknesses • Identify employee behavior that requires discipline • Ensure the quality of work as measured against established standards • Communicate effectively in written and oral form • Define problems, collect data, establish facts and draw valid conclusions • Organize, prioritize and coordinate multiple tasks • Maintain confidentiality • Drive a motor vehicle

* May be acquired after hire

<p>% of Time</p>	<p>ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)</p>
------------------	---

40%

ADMINISTRATION

- ★ Serves as the executive head of the fire and police department
- ★ Develops operating rules and regulations for the fire and police department
- ★ Enforces all police, fire, safety, health and sanitary regulations as prescribed by city ordinance and/or Ohio law
- ★ Participates in long-range planning for the City
- ★ Oversees the development of annual budgets for all city departments
- ★ Develops and implements policies and procedures for the City
- ★ Administers the budget for the City
- ★ Authorizes and signs purchase orders

★ Denotes an essential function of the job

CITY OF FOSTORIA

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
	<p>ADMINISTRATION - continued</p> <ul style="list-style-type: none">★ Prepares and presents ordinances to City Council for adoption★ Determines necessary staffing and recommends staffing levels★ Evaluates capital improvements• Ensures effective exchange of information city-wide★ Attends meetings and represents the City on committees
30%	<p>SUPERVISION</p> <ul style="list-style-type: none">★ Participates in the interviewing and selection of new employees• Hires seasonal employees (i.e. Pool Manager), as needed★ Monitors the work of employees and ensures compliance with policies and procedures★ Coordinates employee work schedules★ Assigns work★ Reviews employee time sheets and authorizes overtime★ Approves leave requests★ Evaluates employee performance and maintains proper records★ Administers discipline★ Responds to grievances★ Ensures effective communication of information to employees★ Provides leadership and guidance to staff in fulfilling their responsibilities
15%	<p>COMMUNITY RELATIONS</p> <ul style="list-style-type: none">★ Responds to citizen concerns and attempts to resolve issues★ Attends community functions★ Speaks to civic and community groups★ Represents the mayor, as requested
10%	<p>LABOR RELATIONS</p> <ul style="list-style-type: none">★ Participates in labor contract negotiations★ Ensures compliance with collective bargaining agreement★ Consults with the Mayor, labor consultants and department heads regarding labor contract negotiation and administration
5%	<p>MISCELLANEOUS</p> <ul style="list-style-type: none">• Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions• Performs additional duties and assignments, as requested★ <i>Denotes an essential function of the job</i>

Employee Signature

Date