Job title: Fire Chief
Department: Fire Department
Reports to: Township Administrator
Schedule: 40 hours and as needed for board meetings, special events, and major emergencies
Status: Exempt

Position summary: The Fire Chief provides leadership and administrative direction for the Fire Department’s operations, functions and personnel, including fire prevention, fire suppression, emergency medical response services, emergency preparedness planning, public fire safety education, and related code enforcement, with accountability for results in terms of costs, personnel and methods. Additionally, the Fire Chief ensures open and professional communications with the public in matters of safety and concern related to departmental activities and keeps the township administrator and board of trustees informed of departmental activities, programs, and plans.

Supervision: The Fire Chief oversees all Fire Department officers, full-time firefighters, part-time firefighters, Fire Marshal and Prevention personnel as well as Administrative support staff. This position is part of the township executive team and reports directly to the Township Administrator. Additional guidance is provided by the Township’s Fire and EMS Policies, Procedures and Protocols, Standard Operating Guidelines, the Employee Manual, the Board of Trustees, other applicable regulations, federal and state law. Work is evaluated annually by the Township Administrator utilizing the Township’s performance evaluation system.

Minimum Qualifications:

- Completion of Fire Officer 1 and 2 is required.
- Ten (10) years of progressive responsibility in fire service.
- Five (5) years of direct supervisory experience required.
- Valid State of Ohio driver’s license with good driving record.
- State of Ohio Firefighter Level II (240 Hour card) certification.
- State of Ohio EMT-Paramedic certification preferred, Basic-EMT required.
- State of Ohio Fire and/or EMS Instructor certification preferred.
- NIMS ICS certification: 100, 200, 300, 400, 700, 800.
- Must reside within Franklin County or a contiguous county within 6 months of employment.
- Bachelor’s Degree in Fire Science, Public Administration or related area is preferred.
- Completion of Ohio Fire Executive Program or Executive Fire Officer Program is preferred.

Essential Functions:
1. Strategic Initiatives
   1.1 Plans, directs and prioritizes strategic goals and operations of the Fire Department.
   1.2 Ensures total operational effectiveness of the Fire Department.
   1.3 Researches, develops, writes and presents the annual department operating budget for submittal to the Township Administrator.
   1.4 Develops a five-year capital budget forecast and maintains a vehicle replacement schedule.
1.5 Establishes and implements operational policies, goals and objectives for the department while maintaining the Township’s Fire Department ISO rating.
1.6 Develops plans designed to maintain department efficiency and responsiveness.
1.7 Communicates strategic projects and initiatives to Fire Department personnel.

2. **Public Relations**
   2.1 Develops and maintains professional relationships with community members, community leaders, community organizations as well as with staff, Board of Trustees, other fire departments and agencies and the general public.
   2.2 Participates in problem solving involving community affairs and other departments and makes recommendations.
   2.3 Attends various meetings representing the Township and Fire Department including association and community meetings.
   2.4 Responds professionally and tactfully to public requests and questions, explaining department policies and procedures and handles complaints.
   2.5 Advises Board of Trustees and other government officials of Fire Department operations and progress.
   2.6 Speaks before public groups on the plans, programs, and goals of the Fire Department.
   2.7 Serves as the spokesperson for the Fire Department.
   2.8 Develops partnerships with various agencies and partners to build relationships and reduce costs.

3. **Supervision**
   3.1 Plans, directs, and controls department activities such as the recruitment of personnel, purchase of equipment, assignment of officers and equipment, accreditation requirements, and budgeting and control of expenditures.
   3.2 Counsel Officers and Administrative Support personnel to ensure effective, equitable, and fair compliance with all policies, procedures, SOGs and Directives.
   3.3 Coach, instruct, and guide assigned unit personnel in all facets of department operations and leadership philosophies.
   3.4 Analyzes and resolves operational and procedural problems.
   3.5 Resolves complex problems involving diverse functional areas.
   3.6 Analyzes information, statistics, and reports on department activities.
   3.7 Provides direction on major projects or problem areas.
   3.8 Oversees Department Training and Safety Program, ensuring all Fire personnel meet State and Federal requirements as well as meeting Accreditation and Quality Assurance requirements.
   3.9 Oversees Department Emergency Medical Services to ensure compliance with all Federal and State laws and regulations.
   3.10 Develops and implements policies and procedures applicable to administrative functions and provides policy guidance and leadership.
   3.11 Identified leadership development opportunities for department personnel and establishes a leadership development program.

4. **Other**
   4.1 Demonstrates sound professional work ethics in alignment with the Township’s core values.
   4.2 Responds to emergency provide fire suppression, rescue, and emergency medical assistance to the public when other Fire Department personnel are unavailable.
   4.3 Participates in community education and community relations events.
   4.4 Participates in Township Board of Trustees meeting, committees and other meetings as needed.
   4.5 Operates Department issued vehicle in a safety-conscience manner.
   4.6 Performs other assigned duties.
   4.7 Pursuant to Ohio Revised Code Section 3737.24, the Fire Chief or a subordinate detailed by the Fire Chief, shall inquire into the cause of all fires occurring in the Township as soon as possible after they occur, and in each case keep a record of the same on file.
Knowledge, Skills, and Abilities:

1. Knowledge
   1.1 Knowledge of the theories, principles, and practices of effective public administration.
   1.2 Knowledge of government organization and management.
   1.3 Knowledge of the principles and practices of effective administration with particular attention to short- and long-term strategic planning.
   1.4 Knowledge of fire hazards and related prevention and abatement methods.
   1.5 Knowledge of federal, state and local laws, rules and standards relevant to fire and EMS operations.
   1.6 Knowledge of CPR and First Aid techniques, standards, regulations and requirements.
   1.7 Knowledge of current EMS protocols, patient care practices and techniques.
   1.8 Knowledge of firefighting techniques, incident command system, and fire suppression equipment.
   1.9 Knowledge of the principles of fire behavior.
   1.10 Knowledge of safe work practices and procedures.
   1.11 Knowledge of organizational management.
   1.13 Knowledge of personal computers and related fire service software applications (i.e. Firehouse software, Microsoft packages).

2. Skills
   2.1 Skilled at interpersonal and human relations, effective listening and negotiating.
   2.2 Skilled at written and verbal communication.
   2.3 Skilled at public speaking.
   2.4 Skilled analytical problem solver and strategic thinker.
   2.5 Skilled at developing policies and procedures.
   2.6 Skilled in safe and lawful operation of a motor vehicle.

3. Abilities
   3.1 Ability to extinguish and control fire within accepted guidelines of the department.
   3.2 Ability to perform strenuous or peak physical activities during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
   3.3 Ability to maintain an acceptable knowledge level by participating in hands-on training and by studying department procedure manuals, state courses/manuals, nationally recognized fire service books, EMS protocols, emergency medical textbooks, and other material as approved by the Fire Chief.
   3.4 Ability to, at the scene of an emergency, receive instructions and accomplish duties in accordance with established standard operating guidelines and nationally recognized good practices.
   3.5 Ability to follow verbal and written instructions.
   3.6 Ability to read and write the English language.
   3.7 Ability to meet knowledge, health, and physical qualifications established by the Township.
   3.8 Ability to achieve and maintain an adequate level of physical fitness to perform the essential functions of the job.
   3.9 Ability to operate a personal computer and use basic software such as Word, Outlook, Excel, and Power Point.
   3.10 Ability to determine levels of staff, equipment and other resources needed to effectively and efficiently provide departmental services and programs.
   3.11 Ability to develop, implement and evaluate policies and procedures to achieve department mission, goals and objectives.
   3.12 Ability to deal constructively with conflict, develop consensus and facilitate change.
   3.13 Ability to respond with tact, composure, and courtesy when dealing with difficult situations.

Measurement: This position will be evaluated, in part, based on the following outcomes.
- Satisfactory stakeholder feedback as related to the communication, leadership, organizational and functional requirements of this role.
- General execution and completion of all tasks related to directives and policies of the board of trustees, as well as other responsibilities as assigned.
- Leadership, critical thinking and problem-solving skills in order to promote the effective and efficient operation of the fire department.

**Working Conditions:**
The Fire Chief’s duties are primarily performed in an office environment that is normally temperature controlled with appropriate lighting. The employee may be exposed to some standard office environment hazardous materials detailed in the applicable material safety data sheets and to normal office-level room noise. Some travel to meetings, conferences, and training is required. When responding to emergencies, employee may risk physical hazard from fire, smoke, chemicals, airborne particles, toxic or caustic chemicals and other hazardous materials, falling debris, unstable buildings and extreme heat. Physical exertion, may, on occasion, be necessary to climb ladders, pull hoses, move heavy objects, and crawl through tight spaces.

**Physical Demands:**
The Fire Chief must be able to sit and utilize a computer for up to six hours; routinely carry supplies and/or files weighing up to 25 pounds for a distance of up to 100 feet; be able to remain focused on a standard computer monitor for long periods of time; be able to endure large levels of stress brought on by an office environment with deadlines, multi-tasks, and the potential for difficult customers; and be able to hear the telephone and talk on the phone at a normal conversational level. Additionally, this position must satisfactorily complete pre-employment and annual physical examinations by a licensed healthcare provider.
- Physical exertion may be required to climb ladders, pull hoses, move heavy objects, and crawl through tight spaces.
- Physical effort may be required to lift materials, equipment, and persons exceeding 25 lbs.
- May be required to work at heights in excess of 100 feet.
- The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

This position is a safety sensitive position and is required to satisfactorily pass random drug screens.

**Compensation and Benefits:**
- Base salary, overtime exempt.
- Health Insurance provided by the township.
- Eligible for Ohio Police and Fire Retirement System contributions.

*By signing below, both parties indicate that they have reviewed and understand the job description as provided.*

<table>
<thead>
<tr>
<th>Township Administrator</th>
<th>Date</th>
<th>Fire Chief</th>
<th>Date</th>
</tr>
</thead>
</table>

Plain Township is an Equal Opportunity Employer. It is the policy of Plain Township to provide equal employment opportunity to employees and candidates for employment; therefore, there shall be no discrimination against any employee or candidate for employment due to race, religion, color, national origin or ancestry, age, sex, disability or other unlawful bias. An equivalent combination of education and experience that provides the required knowledge and skills may be considered. This job description is intended to be illustrative of the duties and essential functions of this position, but should not be interpreted to describe all of the work or essential functions that may be required of the employee holding this position. The Employer retains the right to amend or assign other duties to this position.