

## **Fire Chief**

### **Olmsted Township, Cuyahoga County, Ohio**

Olmsted Township is accepting applications for the position of Fire Chief. The ideal candidate will be an experienced, credentialed Firefighter who has proven success in leading subordinates and managing people and projects, with a proven commitment to excellent customer service. This person must collaborate well with and motivate others, possess excellent organization and time management skills, and be detail oriented. This is a leadership position that is responsible for recruiting, training, supervising and evaluating everyone in the Fire Department. If you are a passionate servant leader and desire a challenge, Olmsted Township wants you!

#### **The Organization**

In Olmsted Township, our team of passionate public servants comes to work each day, dedicated to providing a secure community environment that fosters cultural, recreational, educational, and economic opportunities while preserving our unique historical character. Olmsted Township is situated in the southwest corner of Cuyahoga County Ohio and provides Police, Fire, Service and Building Department services and outreach to over 16,000 residents in an area spanning 10 square miles. Olmsted Township is a family-centric, west side suburb of Cleveland, governed by an elected Board of Trustees and Fiscal Officer. It has 60 full time equivalent employees.

#### **Duties and Responsibilities**

The Fire Chief reports directly to the Board of Trustees and is expected to be highly visible and active in the community. This position is a one-year renewable term that requires a visionary leader with exceptional character and integrity, proven leadership and management skills, communication and interpersonal skills and the ability to develop strong working relationships. The Chief is the designated emergency manager for Olmsted Township and is responsible for keeping the Township's emergency operations plan up-to-date. Successful applicants will have a broad background in all aspects of service delivery including suppression, EMS, prevention and inspection; and possess astute financial management skills.

The successful candidate will perform primary duties under the administrative direction of the Olmsted Township Trustees:

- Accept full responsibility for all Fire Department activities and services including activities associated with training, hazmat, all hazards disaster preparation, EMS communications, records, support services and fire safety technical services functions.
  - Develop, implement, and maintain Fire Department goals, objectives, policies and priorities for appropriate service areas; ensure that established goals and priorities are achieved.
  - Plan, direct and coordinate the Fire Department's work plan through appropriate department staff; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.
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- Review and evaluate service delivery methods and systems including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.
- Present, justify and lead Fire programs, operations and activities; negotiate and resolve controversial department issues; and recommend new laws and regulations related to fire protection.
- Manage and coordinate the development of the Fire Department's budget; monitor and approve expenditures; advise appropriate department personnel on budget matters; make adjustments to the budget as necessary.
- Represent the Fire Department to other departments, divisions and organizations; coordinate departmental activities with other departments and organizations.
- Serve as a resource for department personnel, Township staff and other organizations; coordinate pertinent information, resources, and work teams necessary to support a positive and productive environment.

## **Qualifications**

Applicants should have a proven record of leadership with a minimum of ten (10) years of progressively responsible full-time fire service experience, with five (5) or more years of management responsibility preferably as Training Officer, Battalion or Assistant Fire Chief, Shift Officer or an equivalent combination assignment as a command officer in a comparable size municipal or combination fire department. Applicants must possess the following Ohio certifications: Firefighter Level II, EMT-B, CFSI, fire or EMS instructor (and EMT-P preferred), and a valid Ohio Driver's License. Completion of a bachelor's degree in Fire Science, Fire Administration, Public Safety Management, Business Administration, or a related field is required. Graduation from Ohio Fire Executive Program (OFE) or Executive Fire Officer Program (EFO) is strongly preferred. Successful completion within one year of hire will be required. The successful applicant must be in good physical condition and pass all pre-employment screenings including physical examination and drug screening.

## **Compensation, Application Materials, and Deadline**

The salary will be considered based on management experience and qualifications. Olmsted Township offers a comprehensive benefits package. Download and complete the application form and submit by mail along with a cover letter, resume, with salary history, and at least three (3) professional references. Applications should be submitted to Board of the Trustees, Olmsted Township, 7900 Fitch Road, Olmsted Township, OH 44138. Position will remain open until filled with the first review of applications on **Wednesday, January 25, 2023** with subsequent scheduled interviews.

Olmsted Township is an Equal Opportunity Employer. All applicant materials are subject to Ohio's Sunshine Law and are subject to open records requests.

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