



Municipality of Carlisle, Ohio
760 Central Avenue
Carlisle, Ohio 45005
(937) 746-0555 | fax (937) 743-8178
www.carlisleoh.org

Job Announcement and Description

FIRE CHIEF

The Village of Carlisle, Ohio (est. pop. 5,300), a chartered municipality situated southwest of Dayton in both Montgomery County and Warren County, is seeking applications for a part-time Fire Chief. This employee is responsible administration and supervision of the Village of Carlisle's Volunteer Fire Department.

ESSENTIAL FUNCTIONS

This is highly responsible administrative, technical, and supervisory work in planning, directing, and coordinating the activities, personnel, and resources of the Village of Carlisle's Fire Department. An employee in this class is responsible for the total operations of the Department. Duties are performed under the limited direction of Village Manager.

EXAMPLES OF DUTIES

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Plans, schedules, directs, and performs all programs and activities of the Fire Department in accordance with professional standards and departmental policy.
- Reviews all reports and records prepared by departmental personnel; prepares necessary reports; performs other administrative duties as required.
- Directs the preparation and maintenance of Fire Department records and files.
- Prepares budget estimates and controls the expenditure of departmental funds, including the preparation of purchase orders.
- Make recommendations to Village Manager regarding all hiring and appointment of departmental staff.
- Oversees the training, directing, and evaluation of departmental staff.
- Maintains a professional working relationship with other emergency service organizations.
- Represents the department to external agencies, groups, organizations, professional associations, and the media.
- Formulates and enforces departmental rules and regulations and work methods and procedures.
- Enforces disciplinary measures when necessary.
- Manages critical incidents.
- Conducts long and short range planning for the department.
- Enforces all federal, state, and local laws, statutes, and ordinances.
- Compiles statistical information as necessary.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Responds to emergency scenes as necessary to direct, evaluate, and monitor the performance of the officers and firefighters in his or her command.
- Operates emergency vehicles and auxiliary equipment.
- Facilitate the training of all departmental staff.
- Plan and implement firefighting strategies.
- Evaluates and makes recommendation to the Village Administration regarding fire service protection for the community.
- Ensures staff compliance with all federal, state and local laws, statues, and ordinances.
- Attends fire organization or community meetings when necessary.
- Performs fire inspections and reviews fire suppression development plans for local business and residential development as necessary (assumes possession of Fire Inspection certification).
- Researches grant opportunities for department and works with other jurisdictions and agencies on such opportunities.
- Responds to complaints from citizens.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with Village officials, fellow employees, other Village employees, the media, and the general public.
- Ability to plan, schedule, direct, and coordinate the work and operations of the department.
- Ability to create and maintain departmental operating procedures.
- Comprehensive knowledge of modern fire service practices and methods; comprehensive knowledge of fire administration methods and practices and of local Fire Department rules and regulations.
- Comprehensive knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to utilize computer systems and related software.
- Ability to withstand extreme weather conditions, drive and climb on fire apparatuses, wear turn out gear, capable of wearing personal protective equipment when necessary.
- Ability to remain at fire and accident scenes to direct, evaluate, and monitor the performance of those under his/her command.
- Skill in dealing firmly, tactfully, and courteously with the general public.
- Ability to react quickly and calmly in emergency situations.
- Ability to research, collect data, and apply for grant opportunities.
- Ability to sit for long periods of time to carry out functions such as attending meetings, preparing budgets, planning and writing procedures, writing grants, and evaluating data.
- Ability to stand and walk for long periods of time to assume personal command at fire and accident scenes, inspect fire scenes, and survey buildings and fire stations.
- Ability to effectively evaluate the performance of subordinates.
- Ability to handle confidential information.
- Ability to manage the fire facilities, equipment, budget, and record-keeping system.
- Ability to manage critical incidents.
- Skill in leadership, communications, listening, persuasion, time management, organizational development, negotiations, and interpersonal relationships.
- Ability to work under the limited direction of the Village Manager.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from an accredited college or university with a two (2) year or four (4) year degree in Fire Science, Fire Administration or closely related field is preferred.
- Possession of and ability to maintain certifications in Fire Instruction and Paramedic is preferred but not required.
- Residency in the community of Carlisle or abutting jurisdictions preferred but not required.

NECESSARY SPECIAL REQUIREMENTS:

- Must be a United States citizen and at least 21 years of age.
- High school diploma or GED is required.
- Ten (10) years fire experience with five (5) years of progressive supervisory and command experience in Fire Management.
- Possession of and ability to maintain a valid Ohio Driver's License.
- Possession of and ability to maintain certification of Firefighter Level II and EMT-basic.
- Possession of or the ability to obtain Fire Inspection certification.
- Must maintain eligibility to be covered under Village's Property and Liability Policy including the ability to drive any Village vehicles associated with the department.
- Must be in good physical condition, i.e. ability to pass all required physical exams, drug, and psychiatric testing as required by the State of Ohio and/or the Village of Carlisle.
- Must be able to stand and walk for long periods of time to assume personal command at fire and accident scenes, inspect fire scenes, and survey building and fire stations.
- Must be able to sit for long periods of time to carry out functions such as attending meetings, preparing budgets, planning & writing procedures, writing grants, and reviewing data.
- Ability to perform under stressful situations or conditions at emergency incidents and the constant stress of managerial responsibilities.
- Ability to attend various meetings as necessary.
- Ability to work other than normal working hours.

CONSIDERATION

- This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

COMPENSATION, BENEFITS, AND CLASSIFICATION

- Anticipated hiring pay: \$20,000 annual base salary to be paid in equal monthly installments.
- Position is not eligible for participation in Ohio Public Employee Retirement System (OPERS) or Ohio Police and Fire Pension Fund. (OP&F).
- Salary shall be subject to any and all mandatory Federal, State, and/or Local withholdings.
- No benefits, including paid time off and participation in health/medical insurance, will be extended.
- Position is exempt and nonclassified
- Position serves as an at-will employee of the Village Manager.

HOURS OF WORK

- Candidate is expected to devote an average of 15-20 hrs. per week of time and attention to the position with maximum of 1,160 per year.

HOW TO APPLY

Submit a cover letter, resume, and minimum three professional references to:

Ryan Rushing, Finance Director

760 Central Ave.

Carlisle, Ohio 45005

Email applications will be accepted and may be sent to rrushing@carlisleoh.org.

The Municipality requires post offer, pre-employment physical and drug test.

TIMELINE

Application close date

Position is open until filled.

First review of resumes will begin Monday, March 29, 2021.

Disclaimer: The Municipality of Carlisle is an equal opportunity employer and considers all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age disability, veteran status, or any other legally protected states. Per Ohio law, applications are subject to public disclosure.