

**Painesville Township
Job Opening
Fire Chief**

The Painesville Township Board of Trustees is seeking qualified applicants to serve as Fire Chief. The Township operates 3 fire stations, serving approximately twenty thousand residents. Qualifications and job description are posted at www.Painesvilletwp.com

Position Summary

Overview- The Fire Chief is the lead officer of the Painesville Township Fire Department, having the responsibility for managing all aspects of the fire department, including regulations outlined in the Ohio Revised Code, the Ohio Fire Code and the Rules and Regulations of the Painesville Township Fire Department.

This position is expected to work in collaboration with elected officials and other department heads and employees, collective bargaining unit members, residents and community partners, while maintaining efficient and effective operations.

The Fire Chief is responsible for the health, welfare, and safety of the community of Painesville Township, their residents and visitors and the staff of the Painesville Township Fire Department; these responsibilities include the overall operation of fire suppression services, fire prevention, and EMS services provided by the department.

ADMINISTRATIVE RESPONSIBILITIES/ ESSENTIAL FUNCTIONS (*including but not are not limited to the following*):

- 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 is necessary.
- 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.
- Report to the Painesville Township Trustees and maintain communications with the governing body. Provide a report for all trustees' meetings outlining important information for the ongoing evaluation of the Department.
- Develop, implement, and maintain Fire Department's 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 staffing; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.
- 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 and improve efficiency.
- Oversee and make recommendations to the Board of Trustees on the Hiring, firing, and discipline.
- Develop training and evaluation programs for all Fire personnel. Provide or coordinate staff training; identify and resolve staff deficiencies; execute discipline and/or termination procedures and review/respond to grievances filed under the collective bargaining agreements.
- Oversee and direct training and direct hazardous and toxic materials control activities whenever needed.
- Present, justify and lead Fire programs, operations, and activities; negotiate and resolve controversial department issues: recommend new ordinances, laws and regulations related to fire protection; and make recommendations concerning personnel, apparatus, and equipment.
- Recommend, specify, and purchase new equipment.

- 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, other public staff and other organizations; coordinate pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attend and participate in professional and community meetings as necessary; stay current on issues relative to the field of fire protective services and relative service delivery responsibilities; respond to and resolve sensitive and complex community and organizational inquiries and complaints.
- Ensure that all Federal, State, County, and other governmental or administrative requirements are met and prepares and files any necessary reports required thereto in a timely manner.
- Perform other related duties as required.

Working Conditions

Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near, far, and night vision in viewing fire scenes and evidence and may be required to walk on uneven and slippery surfaces and climb ladders. During fire incidents, may be required to work outdoors in all weather conditions around excessive noise and moving vehicles. This position may require working around chemicals, blood, and other potential hazardous exposures. Individuals may be subjected to physical threats, verbal abuse, and other stressful situations.

Qualifications

Education and/or Experience:

- Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fire Chief. A typical way of obtaining the required qualifications is to possess the equivalent of minimum ten (10) years in a progressively responsible leadership position in all phases of municipal fire suppression, prevention, and emergency medical services.
- EMT Certification
- ODPS Firefighter Level I and II
- Possession of a valid class Ohio Driver's License and a satisfactory driving record.
- Must reside within Lake County

Preferred Qualifications:

- A Bachelor's Degree in a related field of study or equivalent experience.
- Certified Fire Safety Inspector or ODPS Instructor or Fire Investigator.
- Consideration for National Executive Officer or Ohio Fire Executive Officer Certification.

Interested individuals must submit a comprehensive resume and any supporting documentation to: Hollie Bartone, Painesville Township Administrator, 55 Nye Road, Painesville, Ohio 44057, emailed to hbartone@painesvilletwp.com, or dropped off in person between the hours of 8:30 a.m. and 4:00 p.m. at Painesville Township Hall. Please mark the outside of the envelope **Fire Chief Resume**.

Deadline for submission: January 31, 2023