

6/4/2024 DRAFT V2



Fire Chief
Bethel Township Fire Department (Miami County)

THE POSITION: Bethel Township, Miami County, Ohio, is seeking an engaging, innovative, and steady leader for the part-time position of Fire Chief. Reporting to the Trustees, the Chief oversees the operations of the Fire Department, including firefighting, fire prevention, emergency medical services and fire service activities for Bethel Township.

The Fire Chief is a pivotal member of the administration and provides township-wide expertise on matters relating to public safety programs and activities. The ideal candidate will build consensus throughout the department by leading with integrity, compassion, and a commitment to the fire service.

ESSENTIAL DUTIES:

- Planning, directing, and supervising the Township’s Fire Department operations.
- Setting departmental policy for fire prevention and fire suppression.
- Developing and managing long and short-term goals for Department.
- Responding to and assuming command of fire scenes and emergency response situations.
- Developing, planning, and administering the Department budget.
- Researching and planning with Fiscal Office large capital equipment purchases.
- Researching and preparing grant applications.
- Revising departmental policies to improve operations.
- Submitting reports and recommendations to Trustees and Township Administrator.
- Directing and supervising daily activities of all subordinate division personnel.
- Preparing clear and concise technical and departmental activity reports and records.
- Interpreting and applying local policies, procedures, laws, and regulations.
- Attending Trustee business meetings and workshops.
- Planning and overseeing public education activities.
- Training and developing personnel.
- Public relations for the Department on behalf of the Township.
- Fulfilling two firefighter shifts per week or four per month.

QUALIFICATIONS: Minimum qualification requires an associate’s degree in Fire Science, Public Administration, or related field and a minimum of five (5) years of increasingly responsible Fire and EMS command experience.

The following certifications are required for consideration: Ohio Firefighter Level II; Ohio EMT-Basic; Ohio Fire Inspector; Hazardous Materials Operations; and ASHI CPR.

Preferred qualifications require a bachelor's degree in Public Administration or related field, more than eight (8) years of Fire and EMS command experience; Ohio EMT-Paramedic certification; and CPC Chief Fire Officer Designation.

Applicant must possess and maintain a valid driver's license and remain insurable under the Township's vehicle insurance plan.

APPLICATION PROCEDURE: In addition to submitting an application (online link to application), applicant must attach the following materials for it to be considered complete: cover letter, resume, required and relevant certifications, college degree(s) and, if applicable, a full copy of any military discharge paperwork. Township Trustees may waive certain requirements to ensure an adequate candidate pool.

COMPENSATION: This is a part-time position, requiring an average of 10-15 hours per week. Fire Chief stipend to be paid each pay period, rate contingent upon candidate's experience, qualifications, related skills, knowledge, and ability. Firefighter shifts to be paid at the rate of the current pay scale.

APPOINTMENT PROCEDURE: Selection process includes a review of all submitted materials. Candidate will be required to complete a criminal and personal background check, a driver's license review, and a physical/drug screen. Anticipated start date TBD.

APPLICATIONS DUE FRIDAY, XXXXX XX, BY 4:30 PM!

CONTACT: Julie Reese, Acting Township Administrator, administrator@betheltownship.org with questions or to submit materials.