

Goshen Township, Ohio

Fire/EMS Chief

Supervised by: Goshen Township Trustees

General Definition of Work:

This is a command and administration level position that oversees all functions of the Goshen Township Fire/EMS Department. The Chief performs professional and administrative work in planning, organizing and directing all activities of the Goshen Township Fire/EMS Department and as required. Ability to develop, and manage a budget, interact with Township Officials and other career, part-time and volunteer employees along with the general public. Directly supervises departmental supervisors and employees.

Essential Functions:

Oversees the provision of high quality fire and EMS related services through a coordinated fire/EMS career, part-time and volunteer delivery system.

Acts as the Township primary contact point for fire and EMS issues and makes recommendations to the Township Trustees for needed improvements. Maintains liaison with all applicable agencies to promote the provision of efficient emergency services.

Ultimately responsible for the preparation and administration of the Department budget and is accountable for on-going review of related contracts, expenditures, and reports;

The Goshen Township Fire/EMS Chief shall:

Develop regular communications, both orally and in writing, with the Trustees as well as internal and external customer groups;

Formulate and implement department policy, procedures, rules, regulations, and programs;

Prepare and reviews operational and administrative reports based upon organizational and community risk assessment;

Employ, directs, trains, supervise and evaluates the performance of all employees;

Meet with the public, news media for interviews and press releases;

Attend meetings and serves on committees, boards, and agencies; Insures appropriate emergency resource and command response; Performs related duties as required.

Knowledge, Skills and Abilities:

Thorough knowledge and experience in the modern principles and practices of providing fire and EMS in a diverse suburban/rural community; experience in governmental and community activities providing emergency service; ability to coordinate activities of multiple agencies; ability to plan, direct, and develop new and additional services; working knowledge of the technical and administrative aspects of fire command and tactics, code enforcement, building safety, and hazardous materials; ability to communicate effectively in verbal and written form; ability to work effectively with the Goshen Township Fire/EMS officers and members in a career/part-time/volunteer setting to ensure excellent customer service. Strong, documented and proven leadership, administrative, supervisory and interpersonal skills within similar operating and working conditions. Proven and documented team-oriented and motivating

style essential. Strong emphasis will be placed on excellent communication, facilitating and leadership skills as well as a proven ability to lead a combination department. To be clear, a successful history as a strong leader in career, part time and volunteer fire-EMS department leadership is mandatory for this position.

Education and Experience:

Requires a minimal of 15 years experience in fire rescue services (5 years minimal at the company officer and 5 years minimal at the fire command level for a total of 10 years supervisory experience) or a combination of experience and education with additional training and/or certifications preferred. The Fire Chief must have at minimum an Associate Degree with Bachelors Degree preferred. Must possess proven and historic ability to lead within a career/part-time and volunteer fire & EMS delivery system with ability to maintain coordination and cooperation at all levels including labor negotiations. The Fire Chief must have current certifications as an Ohio FF 2, Fire Instructor, Fire Inspector and NIMS Certification at the 300 & 400 level. Or a combination of education and experience as accepted by the Township Trustees

Physical Conditions and Nature of Work Contacts:

Work is typically performed in office and field settings. Night and weekend duties are necessary. Regular contact with external civic and government organizations; other department firefighters and officers; and various related agencies for the purpose of organization success. Regular contact with members of the public, law enforcement, fire/rescue providers with a proven ability to resolve complex issues.