

BRUNSWICK HILLS TOWNSHIP

FIRE CHIEF – POSITION DESCRIPTION

SUMMARY

The Fire Chief serves as the executive leader and administrative head of the Brunswick Hills Township Fire Department and is responsible for the overall direction, management, and performance of fire suppression, emergency medical services, rescue operations, prevention programs, training, and emergency preparedness.

The Chief is appointed by and reports to the Brunswick Hills Township Board of Trustees and operates under the authority granted in the Ohio Revised Code, including but not limited to ORC 505.38.

This position requires a forward-thinking leader committed to professional excellence, organizational development, and community service. The Chief will guide the department through continued growth, modernization, and long-range planning to meet the evolving needs of a growing township.

This role includes supervisory, administrative, and technical responsibilities across all divisions of fire and EMS operations.

POSITION STATUS

- The Fire Chief position is a full-time position.
 - The Chief is expected to prioritize the department as their primary professional responsibility and maintain consistent involvement in daily operations, administration, and personnel oversight.
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LEADERSHIP PHILOSOPHY & ORGANIZATIONAL CULTURE

- Build and maintain a high-performing, professional fire department grounded in integrity, accountability, and service.
 - Foster a positive, professional, and supportive work environment that promotes retention, recruitment, and development of both full-time and part-time personnel.
 - Develop an environment that promotes advanced training, professional advancement, retention, and pride in the fire service profession.
 - Create a department where firefighters and paramedics actively want to work and build long-term careers.
 - Strengthen morale, teamwork, and leadership development at all levels.
 - The Chief is expected to lead with transparency, fairness, and consistency while holding personnel to clear and professional standards.
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ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership, Administration, and Operations

- This position carries full supervisory, administrative, and technical responsibility for all fire and EMS operations, including leadership and oversight of all personnel (full-time, part-time, cadet, and explorer members).
- Directs and manages all Fire Department operations while providing strategic leadership and direction.
- Establishes, implements, and maintains policies, procedures, rules, and operational standards governing the

Fire Department.

- Provides leadership, supervision, and performance oversight of all personnel, including hiring, training, evaluating, disciplining, and professional development.
 - Maintains discipline, professionalism, and accountability while ensuring compliance with all applicable laws, regulations, and standards.
 - Ensures compliance with all applicable regulations and standards through the ability to interpret and apply laws, policies, regulations, and technical materials.
 - Develops, implements, maintains, and updates departmental policies, procedures, rules, regulations, and standard operating procedures governing the Fire Department.
 - Maintains personnel records, certification compliance, and departmental reports, including records and payroll documentation.
 - Provides regular reports to the Board of Trustees and offers professional recommendations to support policy decisions, while preparing, maintaining, and reviewing departmental records, reports, and payroll documentation, and ensuring transparency and accountability in all administrative and operational practices.
 - Performs additional duties as assigned in accordance with applicable laws and Township policies.
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Personnel Management & Organizational Development

- Builds and maintains a high-performing, professional fire department grounded in integrity, accountability, and service, while promoting personnel morale, discipline, and overall organizational effectiveness. Develops an environment that promotes advanced training, professional advancement, retention, and pride in the fire service profession, while directing and managing training programs to ensure operational readiness and compliance.
 - The Fire Chief exercises full supervisory authority in accordance with Township policies and applicable laws.
 - Responsible for all personnel management functions, including interviewing, hiring, training, assigning and directing work, developing staffing schedules and ensuring adequate operational coverage, evaluating performance, implementing corrective actions, administering discipline and recognition, ensuring compliance with policies and laws, and professionally addressing complaints, conflicts, and personnel issues.
 - Works collaboratively with collective bargaining units and labor representatives, including interpretation and administration of labor agreements, grievance handling, and maintaining positive labor-management relations
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Recruitment & Retention

- Support recruitment initiatives to maintain adequate staffing levels.
 - Promote a workplace culture supportive of both career and part-time personnel.
 - Oversee retention strategies to sustain a stable, experienced, and effective workforce.
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Training & Professional Development

- Oversees, organizes, and conducts department-wide training programs, drills, and continuing education across all service areas, including Fire, EMS, Hazardous Materials, and Special Operations.
- Ensures readiness for fire suppression, EMS, rescue, and disaster response by maintaining all apparatus,

equipment, and facilities in a safe and operationally ready condition while sustaining overall operational preparedness and response effectiveness.

- Establishes training standards consistent with state and national requirements while directing and managing training programs to ensure operational readiness and compliance.
 - Promotes ongoing professional development and certification advancement while organizing and conducting training, drills, and continuing education across all service areas.
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Community Relations & Fire Prevention

- Builds strong relationships with residents, businesses, and partner agencies while serving as the public representative of the Fire Division at meetings, events, and community functions.
 - Promotes public education, fire prevention, and safety initiatives while ensuring fire inspections are conducted throughout the Township (excluding one- and two-family residential structures) and enforcing compliance with fire codes and hazard abatement.
 - Supports outreach programs that enhance public trust and community engagement.
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Operations Readiness & Emergency Response

- Ensures readiness for fire suppression, EMS, rescue, and disaster response by maintaining all apparatus, equipment, and facilities in a safe and operationally ready condition while sustaining overall operational preparedness and response effectiveness.
 - Oversees mutual aid relationships, inter-agency coordination, and specialty teams and operational divisions within the Fire Department.
 - Remains actively engaged in department operations, maintaining awareness of field conditions, staffing levels, and operational challenges while ensuring availability for emergency response, including nights, weekends, and holidays as required.
 - Serves as Incident Commander when necessary.
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Financial Management

- Prepares and administers the department budget, including financial planning.
 - Provides recommendations for capital purchases, apparatus replacement, and equipment needs while managing departmental facilities, fleet, and equipment lifecycle planning.
 - Oversees expenditures and fiscal responsibility while applying mathematical and analytical skills related to budgeting and operations.
 - Oversees maintenance, readiness, and lifecycle management of stations, apparatus, equipment, and facilities, including inventory control, replacement planning, and coordination of repair and maintenance programs to ensure operational readiness.
 - Pursues grant opportunities and alternative funding sources when appropriate.
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Strategic Planning & Future Growth

- Lead long-term planning efforts to support department growth.
- Evaluate future station placement and infrastructure needs.
- Recommend staffing models appropriate for community growth.

- Lead modernization initiatives and continuous improvement efforts.
 - Anticipate future service demands and prepare the department accordingly.
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Succession Planning & Leadership Development

- Develop command staff and future leaders within the organization.
 - Develop future officers and leadership succession.
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QUALIFICATIONS — REQUIRED

- Fire Officer II certification
 - Ohio Paramedic certification (required)
 - Ohio Fire Safety Inspector certification

 - State of Ohio Firefighter 2 certification
 - Hazardous Materials Operations certification or higher, or ability to obtain within one (1) year of appointment
 - Demonstrated experience in a supervisory or command-level role within a fire department
 - Experience within a combination, part-time, or growing fire department
 - Demonstrated experience in budgeting, financial management, and strategic planning
 - Valid Ohio driver's license
 - High school diploma or GED required
 - At least five (5) years of command-level experience
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QUALIFICATIONS — PREFERRED

- Fire Instructor I certification, or ability to obtain within one (1) year of appointment
 - National Fire Academy Executive Fire Officer (EFO) program completion
 - Fire Investigator training or certification
 - Bachelor's degree in fire service, public administration, business, or a related field
 - Experience working in a union or collective bargaining environment
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Response Time

The successful candidate is expected to be able to respond in approximately 15-minutes to incidents in Brunswick Hills Township.

WORKING CONDITIONS

- Must maintain reliable attendance and availability, including nights, weekends, and emergency response as required.
- The Fire Chief operates in both office and field environments with regular exposure to emergency scenes, hazardous conditions, extreme weather, and physically demanding situations.
- Work may involve exposure to fumes, toxic substances, loud noise, vibration, and other high-risk environments.

- Requires the ability to perform physical activities including standing, walking, climbing, kneeling, and operating in and around emergency equipment, sirens, and flashing lights.
 - Must be able to lift up to 50 pounds frequently and over 100 pounds occasionally.
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ADDITIONAL REQUIREMENTS

- Successful completion of a background investigation
 - Subject to pre-employment drug screening, including marijuana (THC)
 - Must be eligible to work in the United States
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COMPENSATION & BENEFITS

- Salary \$95,000 to \$110,000

Brunswick Hills Township offers a comprehensive benefits package to full-time employees and eligible dependents, including:

Insurance & Wellness

- Medical, dental, and vision insurance
- Prescription drug coverage
- Life insurance and Employee Assistance Program (EAP)
- Wellness program

Paid Leave Benefits

- Vacation leave
- Sick leave
- Paid holidays
- Personal leave (after six months)
- Jury duty, military leave, and bereavement leave (as applicable)

Retirement

- Ohio Police and Fire Pension Fund {OP&F}

Additional Benefits

- Longevity pay after five (5) years of service
- Benefits are subject to change in accordance with Township policy and applicable agreements.
- Chief command vehicle

EQUAL OPPORTUNITY EMPLOYER

Brunswick Hills Township is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status under applicable law.