



Hamilton County, OH

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Sycamore Twp, OH
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The Sycamore Township Board of Trustees is accepting qualified candidates to be considered for the role of Assistant Fire Chief. The Board is seeking a dynamic leader with the necessary skills to assist the Chief in leading the department into the future.

Sycamore Township is a dynamic community with some of the most successful retail, office and residential areas in the Greater Cincinnati area. With over 5,000 fire and EMS runs per year and a roster of over 40 full time and part time firefighters / medics the department is continually striving to provide outstanding fire and EMS service to the residential and business community of Sycamore Township.

Qualified persons are invited to submit their candidacy to Greg Bickford, Township Administrator via email gbickford@sycamoretownship.org or via regular mail 8540 Kenwood Road, Cincinnati OH 45039. The position will remain open until it is filled.

Sycamore Township EMS and Fire Department

Position Description/Essential Job Functions

JOB TITLE: Assistant Fire Chief

DIVISION: EMS and Fire

REPORTS TO: Fire Chief / Township Administrator

FLSA STATUS: Exempt

SALARY: **\$100,000** + Commensurate with experience

Purpose of Position

The Assistant Fire Chief is a member of the EMS / Fire Department Leadership Team. He / She is the command officer in charge of all fire, rescue, EMS, and hazardous mitigation responses and is responsible for personnel leadership and staff development of the Fire Department. The Assistant Chief serves as the Chief when requested/required. The Assistant Chief is also responsible for assisting with planning, programming, and budgeting of the department. The intent of this position is for the successful candidate to earn the role of Fire Chief as part of the Township's continuity plan. The successful candidate will be expected to provide leadership and guidance to all members of the department to create an atmosphere of excellence in service both while onsite and in the field serving the public. The Assistant Chief is not a member of the collective bargaining unit.

Essential Functions of the Job

- Assists in the direction of EMS, Fire, and Rescue activities within the Township EMS and Fire Department, including fire response, specialized rescue response, hazardous materials response, and EMS response, as well as the department's general operational aspects.
- Provide leadership to the department.
- The ability to gain the trust of the Township leadership team. Must be able to accept and not evade responsibility
- Ensures operations readiness through supervision and inspection of personnel, equipment, and quarters.
- Ensures operational policies and procedures are modern, up-to-date, and appropriately followed by all staff members.
- Manages the distribution of equipment to all employees.
- Directs and determines appropriateness of all training activities, including individual requested training.

- Provides leadership and supervision to all fire department personnel and functions as the Chief when requested or required.
- Determines discipline and penalties as necessary for violations of rules, regulations, and policies for any subordinate employee.
- Continuously evaluates and seeks out new ways to improve operational efficiency, staffing methods, technology, and other improvements to ensure the department provides the best value of service for the Township and its residents.
- Makes recommendations regarding hiring, promotion, or termination of department staff.
- Evaluate personnel at least annually. Directly assesses the performance of any employee reporting directly to him/her and provides input on all written performance appraisals of other departmental personnel and takes appropriate action based upon evaluations and reviews.
- Provides a system of tracking employment performance progress, discipline, and related field performance and attendance.
- Responsible for the Emergency Operations Manual (SOPs) including modifications and operational compliance.
- As needed, responds to and assumes command of incidents. Must be capable of responding on a 24-hour basis.
- Prepares annual report summaries and shares in supervision of shifts or teams.
- Participates in the preparation of budgets and helps control expenditures.
- Reviews staffing daily and makes decisions on manpower needs and coverage with an emphasis on reducing replacement time costs. Coordinates all needs for overtime or additional hours. Responsibility for complete and accurate payroll entry, submission and record keeping.
- Shares responsibility for the continued personal and professional development of his/her subordinate officers.
- Assists in the administration of the budget and helps control expenditures under the direction of the Chief of Department. Prepares monthly staffing and response reports and confers regularly with the Chief and Administration on matters pertaining to the personnel assigned to the EMS and Fire Department.

Equipment/Job Location

- Ability to operate a Command/Staff vehicle and all fire/rescue apparatus.
- Ability to operate Communications Equipment/Radio and required office machinery (i.e., computer, printer, copier, etc.)
- Certification on all department Fire and EMS equipment is required.

Job location to be at any current or future fire station or training site or at any emergency scene throughout the Township, or in the case of mutual aid, outside of the Township. The Offices of the EMS and Fire Department are located at 8540 Kenwood Road.

Required Knowledge and Abilities

- Must be able to make quick decisions and display extensive command experience.
- Must possess extensive knowledge of fire and rescue command, as well as personnel leadership skills.
- Fire, rescue, and EMS training and classroom teaching.
- Must be familiar with local, state, and federal laws governing and/or related to fire, rescue, EMS, and hazardous incident operations, including the safety of personnel engaged in providing fire protection, emergency medical service, hazardous materials, rescue, and other areas related to the fire service.
- Must be cognizant of changes in laws, practices, and regulations, as well as pending legislation that affects the fire and rescue service.
- Demonstrates the ability to provide leadership skills to the department.
- Ability to analyze the strengths and weaknesses of the department and suggest operational and cultural changes where appropriate.
- Demonstrates proficient effective communication skills and an understanding of personnel behavior and human resource management.
- Be able to meet the physical demands of the job, which include sitting for long periods of time, attending meetings, standing and / or walking for extended times, conducting training exercises, and teaching in classroom settings.
- May be exposed to extreme heat, cold and wet conditions at fire scenes and must be capable of using protective equipment when at the scene of a toxic chemical spill.
- Demonstrate a high level of mental functioning and reasoning. Must be able to apply principles of logic and science to define problems, collect data, establish facts, and draw valid conclusions.
- Be able to persuade and motivate employees and the public.
- Must be proficient in patient privacy and any requirements of HIPAA.

Qualifications

- Education or experience equivalent to an associate's degree or higher from an accredited institution in Fire Science, Fire Administration, Public Safety Management, Business Administration, Public Administration, or related field is preferred.
- Proven proficiency and advancing experience in all phases of Fire / EMS service including financial aspects, leadership roles, fire department operations, labor relations, supervision, and training.
- State certification as a fire instructor is preferred.
- Completion of NFPA 1021 based Fire Officer I through III is preferred.
- Completion of the Ohio Fire Executive (OFE) training program or the National Executive Fire Officer (EFO) program is preferred.
- Valid Ohio Driver's license required.