



# Village of Buckeye Lake, Ohio

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<b>JOB TITLE:</b>	Fire Chief	<b>JOB CATEGORY:</b>	Fire/Administration
<b>Department/Group:</b>	Fire	<b>Job code/Req#:</b>	N/A
<b>Location:</b>	Buckeye Lake, Ohio	<b>Travel required:</b>	N/A
<b>Level/Salary range:</b>	\$60,000 - \$65,000 / annually	<b>Position type:</b>	Full-time Salaried Exempt
<b>Directly Reports To:</b>	Village Mayor	<b>Date posted:</b>	November 2024
<b>Will train applicant:</b>	Yes with proper qualifications	<b>Posting expires:</b>	Once filled

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## APPLICATIONS ACCEPTED BY:

**Fax or Email:** clerk@buckeyelakevillage.com      **Subject line:** Fire Chief Application

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## JOB DESCRIPTION

### SUMMARY:

The Fire Chief reports directly to Mayor and Council, with Mayor being their direct supervisor. This is a Full-Time Salaried Exempt position with an hour requirement of 48 hours per week. Hours should be split between active Paramedic staff and routine administrative duties within the department. They are responsible for developing and recommending department policies and procedures, directing and coordinating departmental activities, such as evaluating the Fire Suppression, EMS and Fire Prevention Services for the Village of Buckeye Lake. Plans and prepares departmental budget with Mayor and Fiscal Officer. Analyzes risks to the community. Directs the activities of the Fire Department through delegation of subordinate officers.

### PRINCIPLE DUTIES:

- ❖ Direct all activities necessary to provide fire prevention, suppression, fire inspection, emergency medical services and disaster preparedness programs to the Village, including directing the enforcement of state regulations, laws, codes and local ordinances; and preparing and recommending adoption of Village ordinances.
- ❖ Develop policies, rules, and procedures for the effective operation of the department, including establishing departmental goals, objectives, and priorities.
- ❖ Direct the preparation and administration of the recommended departmental work program and fiscal budget.
- ❖ Coordinate fire department activities with other Village departments and outside governmental agencies.
- ❖ Provide administrative direction to activities relating to the effective utilization of personnel; and the care and maintenance of department facilities and equipment in compliance with fire apparatus safety regulations and retrofitting.
- ❖ Manage the selection, development and evaluation of personnel and oversee the development of and participation in training programs; supervise officers responsible for departmental operations and activities, such as, planning and research, fiscal control, disaster preparedness, safety, maintaining fire water supply, communications, maintenance of equipment, buildings and grounds, and fire operations.

- ❖ Plans and prepares departmental annual budget with Mayor and Fiscal Officer.
- ❖ Actively monitors budget throughout year and requests appropriation adjustments as needed.
- ❖ Actively reviews department schedule and monitors for coverages and hour overages, adjusts accordingly.
- ❖ Respond to general alarm fires to direct fire suppression and fire cause investigation activities.
- ❖ Direct the preparation of equipment specifications and confer with representatives of equipment manufacturers regarding new equipment.
- ❖ Represent the Village at community or professional meetings; make presentations to Council, advisory committees, various civic, business and educational groups on a variety of fire department issues.
- ❖ Attend conferences, schools and professional meetings to keep abreast of new developments in fire-fighting, prevention, training and administration.
- ❖ Prepare correspondence and direct the preparation and maintenance of departmental records and reports, including the computerized data systems.
- ❖ Implement the incident command system.
- ❖ Design and implement department training programs.
- ❖ Interact with citizens on a day-to-day basis, answering questions and directing them based on needs.
- ❖ Department Public Records Requests.
- ❖ Other duties as assigned.

#### **QUALIFICATIONS / SKILLS:**

- ❖ High school Diploma or equivalent.
- ❖ Have been an active member of a Fire Department for at least five (7) years with at least one (3) year of supervisory experience
- ❖ Hold a minimum of the following certifications:
  - State of Ohio – FF II – Professional Firefighting Certificate
  - State of Ohio – EMT\_ Paramedic Card
  - Fire Inspector (preferred)

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**Last updated:**

11/21/24