



WASHINGTON
TOWNSHIP

Complete the application online at <https://www.washingtontwp.org/government/employment> and click on the **red Apply Now** button.

Make sure to click on the "Complete Information" link for additional application information. Please remember to attach all required certifications and documentation.

For first consideration, requested materials must be received through the online application website by **January 5, 2024 at 11:59 PM.**

Incomplete application submittals will not be called or considered.

An Equal Opportunity Employer

JOB OPPORTUNITY

DEPUTY FIRE CHIEF (2)

THE POSITION: Washington Township, Montgomery County, Ohio, is seeking two dynamic and strategic individuals for the position of Deputy Fire Chief. Under general direction of the Fire Chief, the Deputy Chiefs coordinate and direct activities of the Fire Department, including responsibility for day-to-day management of personnel, equipment, scheduling, payroll and any other assigned duties for Washington Township.

QUALIFICATIONS: Minimum qualification requires a bachelor's degree and at least six (6) years of Fire and EMS command experience. The following certifications are required for consideration: Ohio Firefighter Level II; Ohio EMT-Paramedic; Ohio Fire Inspector; Hazardous Materials Operations; Fire and/or EMS Instructor; and American Heart CPR.

Preferred qualification requires a bachelor's degree in fire science or public administration, more than six (6) years of Fire and EMS command experience and Chief Fire Officer designation.

Must possess and maintain a valid driver's license and remain insurable under the Township vehicle insurance plan. Must successfully complete the Greater Miami Valley EMS Council protocol testing within two (2) months of appointment and obtain Chief Fire Officer designation within one (1) year of appointment date.

APPLICATION PROCEDURE: In addition to the online application, applicants must attach the following materials to be considered complete: a cover letter, resume, required certifications, college degree(s) and, if applicable, a full copy of any military discharge paperwork.

(The Fire Chief may waive certain requirements to ensure an adequate candidate pool.)

COMPENSATION & BENEFITS: Pay range is \$94,432 - \$124,259 (effective 12/25/2023) and is an exempt, non-union position. Entry rate is contingent upon candidate's experience, qualifications, and related skills, knowledge, and ability. Excellent benefits including health, dental, and life insurance, OP&F retirement plan, eleven (11) paid holidays, paid time off in vacation, sick, and personal time, and tuition reimbursement.

APPOINTMENT PROCEDURE: Selection process includes a review of all submitted materials. Appointment procedure may include written/video tests as part of an assessment center on January 25, 2024, interviews, and polygraphs. Candidates will be required to complete a criminal and personal background check, a driver's license review, and physical/drug test. Anticipated start date is mid-late March (subject to change).



2024 Deputy Chief Recruitment Process

Applications Due

11:59 pm on January 5, 2024

First Interview

January 8 – 12, 2024

Assessment Center

January 25, 2024, 8 am - 2 pm. Selected Candidates will be notified of the time they are to be present.

Location: 8320 McEwen Road, Washington Twp., OH 45458

Second Interview

February 5 – 9, 2024

Polygraphs, Physical, Drug Screen & Full Background

February 12 – March 1, 2024

Announcement

March 4, 2024

Anticipated Start Date

Late March, 2024

****All dates above are tentative and subject to change.***



DEPUTY FIRE CHIEF

Employment Status: Full-Time
FLSA Status: Exempt
Reports To: Fire Chief

Approved: September 1, 2010
Revised: May 9, 2022
Reviewed: May 9, 2022

JOB SUMMARY

Under general direction of Fire Chief, coordinate and direct activities of the Fire Department, including responsibility for day-to-day management of personnel, equipment, scheduling, payroll and any other assigned duties for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Assists with the development and implementation of Fire Department policies.
- Recommends and implements operational procedures and guidelines.
- Assumes duties and responsibilities of Fire Chief in his/her absence.
- Coordinates and assist with the development of the annual budget and capital improvement plan.
- Coordinates major capital improvement and budget purchases including vehicles and buildings.
- Coordinates purchases to maintain inventory levels of tools, equipment and supplies.
- Coordinates EMS billing operations.
- Responds to major alarms, assume command and/or assist as needed.
- Occasionally performs the duties of Battalion Chief.
- Act as a Fire Department representative during Township EOC activations.
- Acts as the Incident Commander, when necessary.
- Acts as Safety Officer during incidents, if necessary.
- Prepares State and Federal grant applications, as directed.
- Coordinates all special events and outside activities for the Fire Department, as assigned.
- Assists with the development and implementation of annual trainings, including officer training.
- Assists with career development programs for fire department personnel.
- Plans, organizes, supervises and directs the work of subordinate employees in the fire department.
- Coordinates all activities for all personnel.
- Performs new employee orientations.
- Uses a personal computer and related software programs to create spreadsheets, reports and correspondence.
- Drives legally and safely under all emergency and non-emergency response conditions and operate all fire department vehicles, including ambulances, rescue trucks, pumpers and aerial ladders.
- Assigns and directs the work of staff assigned to Fire Department. Required to assess the individual skills and abilities of subordinate employees.



DEPUTY FIRE CHIEF

REPRESENTATIVE LIST OF RESPONSIBILITIES *(CONTINUED)*

- Evaluates job performance of subordinate employees.
- Enforces the Township's policies, procedures and work rules with subordinate employees. Makes effective recommendations on employee discipline, including warnings and suspension and participates in discharge decisions.
- Works in all weather conditions and in all terrain conditions.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree.
- Minimum of six (6) years of Fire and EMS command experience.
- Ohio Firefighter Level II certification.
- Ohio EMT-Paramedic certification.
- Ohio Fire Inspector certification.
- Hazardous Materials Operations certification.
- American Heart CPR card.
- Other State and Federal certificates, as required.
- Successful completion of Greater Miami Valley EMS Council protocol testing for the current year.
- Any combination of training and experience which provides the necessary knowledge, skills and abilities.
- Must obtain Chief Fire Officer (CFO) designation within one year of employment.
- Fire and/or EMS Instructor.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Fire Science, Public Administration or related field.
- CPC Chief Fire Officer Designation
- More than six (6) years of Fire and EMS command experience.



DEPUTY FIRE CHIEF

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Bachelor's degree.
- Minimum of six (6) years of Fire and EMS command experience.
- Possess a valid Ohio Firefighter Level II, EMT-Paramedic and Fire Inspector certification.
- Possess a valid Hazardous Materials Operations certification.
- Possess a valid American Heart CPR card.
- Must acquire and maintain standing order protocols from Greater Miami Valley EMS Council within two months of hire date.
- Comprehensive knowledge of the principles, practices, methods and equipment employed in modern firefighting and the emergency medical services.
- Comprehensive knowledge of fire hazards and fire prevention techniques.
- Comprehensive knowledge of the use of fire records and their applications to fire prevention and fire protection administration.
- Proven ability to plan, assign and coordinate the activities performed by a large group of employees in varied firefighting activities.
- Ability to make proper decisions in a timely manner.
- Proven ability to maintain discipline and respect of subordinates and to lead and command them effectively.
- Proven ability to prepare technical and administrative reports.
- Proven ability to prepare and present effectively, oral and written informative communications relating to activities of the fire department.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Considerable knowledge of emergency first aid techniques and procedures.
- Demonstrated experience in assigning and directing work of subordinate staff members.
- Must have the ability, under emergency response conditions, to legally and safely drive and operate all fire department vehicles, including EMS vehicles, rescue trucks, pumpers and aerial ladders.
- Ability to learn the geography of the Township, location of water mains, fire hydrants and major fire/life safety hazards within the Township.
- Considerable knowledge of the hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to work with peers and officers to enhance career development through education and training opportunities.
- Ability to effectively and professionally represent the Township while speaking before groups.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.



DEPUTY FIRE CHIEF

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES *(CONTINUED)*

- Strong oral communication and presentation skills. Must be able to listen attentively, organize thoughts, speak and write clearly and professionally, and comprehend written documents.
- Ability to perform complex mathematical computations related to the Fire Department.
- Reads, writes, understands and edits reports, manuals, labels, letters, memos and correspondence.
- Proven ability to establish and maintain effective working relationships.
- Strong customer service, inter-personal and supervisory skills.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job:

- Bachelor's degree.
- Minimum of six (6) years of Fire and EMS command experience.
- Maintains an Ohio Firefighter Level II, EMT-Paramedic and Ohio Fire Inspector certifications.
- Maintains an Hazardous Materials Operations certification.
- Maintains all Federal and state certificates as required.
- Maintains an American Heart CPR card.
- Must have successfully completed Greater Miami Valley EMS Council standing order testing for the current year or within two (2) months of hire date.
- Must become a qualified driver/operator status for the Washington Township Fire Department within one (1) year of employment.
- Must successfully demonstrate the ability, under emergency response conditions, to legally and safely drive and operate all fire department vehicles, including EMS vehicles, rescue trucks, pumpers and aerial ladders.
- Comprehensive knowledge of Township geography and laws pertaining to fire prevention.
- Knowledgeable of policies and procedures of the Fire Department in general and as they pertain to job duties.
- Demonstrated and effective supervision of subordinate employees.



DEPUTY FIRE CHIEF

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES *(CONTINUED)*

- Demonstrated ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Enforce all departmental policies and procedures.
- Be knowledgeable of and follow departmental policies and procedures.
- Considerable knowledge of the principles, practices, methods and equipment employed in modern firefighting and the emergency medical services.
- Demonstrates the ability to differentiate normal conditions from a potentially hazardous environment.
- Demonstrates the ability to identify sick and injured patients.
- Demonstrates the ability to differentiate between safe and unsafe conditions.
- Demonstrates the ability to open and close valves.
- Demonstrates the ability to read and inspect gauges.
- Wears and effectively uses all protective firefighting gear, including service boots, self-contained breathing apparatus, protective head gear, and fire resistant hood, gloves, coats and pants while performing firefighting activities.
- Any other skills, and abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 100 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Ability to work in inclement weather.
- Moves about in close quarters and areas.
- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Steps vertically three feet to enter a fire/EMS vehicle.
- Demonstrates the ability to carry, with assistance, a minimum of 150 pounds over a flat surface as wells as up or down an incline.



DEPUTY FIRE CHIEF

PHYSICAL REQUIREMENTS *(CONTINUED)*

- Walks, runs and jumps as needed to respond to emergency situations.
- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Demonstrates the flexibility necessary to vertically step into a fire, EMS or rescue vehicle while dressed full firefighting gear.
- Possesses sufficient visual acuity in order to function optimally in dense smoke and darkness.
- Hears instructions and commands while wearing protective head gear at fire and emergency scenes and trainings.
- Detects body movement, temperature and deformity through sense of touch.
- Balances on many surfaces as may be encountered in the course of firefighting/EMS rescue operations and fire safety inspections.
- Performs any and all firefighting and/or EMS activities, including standing, in full firefighting gear, in all types of extreme weather conditions.
- Bends, crouches, stoops, crawls, stretches and otherwise maneuvers as necessary around numerous obstacles and tight spaces, as may be found in burning buildings or accident and emergency scenes, as well as training activities.
- Performs rescue, EMS and/or firefighting activities below ground, at extreme heights, or in close proximity to hazardous materials.
- Any other physical requirements as job changes.