

Fire Chief Position Description & Employment Expectations

This consolidated document combines the Fire Chief Job Description and Employment Agreement into a single, streamlined reference. Duplicative statements have been removed while preserving the substantive responsibilities and employment expectations contained in the source documents.

Position Summary

The Fire Chief provides executive leadership and operational oversight for the Bremen-Rushcreek Fire Department, directing fire suppression, fire prevention, EMS, personnel, budgeting, training, regulatory compliance, and community relations under the general direction of the Rushcreek Township Board of Trustees.

Primary Responsibilities

- Lead, supervise, schedule, and evaluate all Fire and EMS personnel directly or through command officers.
- Ensure compliance with all applicable local, state, and federal laws, regulations, and departmental standards.
- Develop, implement, and enforce departmental policies, procedures, rules, and operational standards.
- Plan, coordinate, and evaluate Fire and EMS operations, emergency response, prevention programs, training, and public education.
- Direct emergency operations during major incidents as required.
- Oversee inspections, fire prevention activities, pre-incident planning, and fire investigations in coordination with the State Fire Marshal when appropriate.
- Maintain relationships with Fairfield EMA and partner fire, EMS, law enforcement, government, business, and community organizations.
- Prepare, maintain, and review departmental records, reports, inventories, and the annual and bi-monthly reports to the Board of Trustees.
- Develop and administer departmental budgets; authorize purchases within Board policy; recommend equipment replacement and capital improvements.
- Oversee maintenance, testing, documentation, and readiness of all apparatus, vehicles, equipment, and facilities.
- Evaluate employee performance, address grievances, maintain discipline, and foster professional development.
- Represent the department at professional meetings, committees, boards, and public events.
- Respond professionally to citizen concerns and perform other duties assigned by the Board of Trustees.

Minimum Qualifications

- High school diploma or equivalent
- Seven years of Fire/EMS experience, including at least three years at the rank of Lieutenant or higher, or an equivalent combination of education and experience.
- Completion of Fire Basic Training Academy or equivalent.
- Current state-required certifications and continuing education.
- Valid Ohio driver's license and required emergency vehicle qualifications.
- Ability to meet departmental physical standards and pass required background, drug screening, and medical evaluations.

Knowledge, Skills & Abilities

- Extensive knowledge of fire suppression, fire prevention, EMS, applicable laws, and safety practices.
- Strong leadership, communication, budgeting, planning, decision-making, and personnel management skills.
- Ability to maintain confidentiality, build collaborative relationships, and work flexible hours, including emergency response.

Employment Expectations

- Minimum work commitment of 15 hours per week.
- Salary, reimbursement of authorized expenses, and professional development funding are established by employment agreement and Board policy.
- Employment is subject to Township policies, probationary requirements, and may be modified as operational needs change.