



Village of Glendale, Ohio

30 Village Square
Glendale, Ohio 45246

JOB POSTING

Fire Chief, Part Time

Village of Glendale Fire Department

The Village of Glendale is seeking a qualified candidate to serve as the Fire Chief for the Village of Glendale's volunteer Fire Department.

The Fire Chief is a part-time position responsible for the direction and coordination of the of the Village's Fire Department, including personnel, equipment, and financial resources. A successful candidate will have strong leadership skills, proficiency in emergency management, and a vision for the Department as a regional member of the fire service. This position reports to the Mayor of the Village of Glendale and is expected to serve the Village's residents and businesses with professionalism.

The Village of Glendale Fire Department is an ISO Class 2 department made up of 40 volunteer firefighters of all experience levels. The Village's Fire Department provides basic life support services, fire inspection services, and community engagement programming.

Interested candidates should submit materials to Village Administrator David Lumsden at dlumsden@glendaleohio.org or to the Village of Glendale at 30 Village Square, Glendale, Ohio 45246. Materials should be submitted by October 3, 2025.

The Village of Glendale is an equal opportunity employer.

VILLAGE OF GLENDALE
POSITION DESCRIPTION

TITLE: Fire Chief, Part Time
DEPARTMENT: Fire Department
SUPERVISOR: Village Mayor

GENERAL PURPOSE

Appointed by the Mayor and with the advice and consent of Council and under the general supervision of the Mayor, the Fire Chief performs a wide variety of tasks related to the effective and efficient operation of the Village of Glendale Fire Department.

ESSENTIAL FUNCTIONS

- Directs and coordinates the overall activities of the fire department to ensure efficient utilization of personnel, equipment and financial resources to achieve desired level of safety and service objectives regarding fire suppression, emergency medical services, fire code enforcement, life safety inspections, public education and fire investigation.
- Directs and oversees recruitment of skilled firefighters and other subordinates, recommends new hires for approval by Village Council, supervises, trains, and disciplines Fire Department personnel.
- Prepares personnel payroll reports.
- Ensures that the Department responds to fire and emergency medical service calls to perform quality assurance and to establish Incident Command.
- Attends public meetings as necessary or assigned to inform the public of fire department services, provide safety education, and to receive input from residents to ensure ongoing communication between the residents and the Fire Department.
- Provides written activity report at all regular meetings of Village Council.
- Works with residents and, develops effective and timely resolutions to resident concerns whenever possible.
- Works with the Mayor to create a succession plan, for the Chief and other leadership positions in the Department.
- Performs various tasks as assigned by the Mayor.

SUPERVISORY RESPONSIBILITIES

Directly supervises Assistant Chiefs in accordance with the organization's policies and applicable laws. Is responsible for the overall vision, direction, coordination, succession planning and sustainability planning for the fire department.

QUALIFICATIONS AND EXPERIENCE

- **Education:** Minimum High School Diploma. College Degree preferred.
- **Prior Experience:** At least ten years of experience as a Firefighter/Emergency Medical Technician. Must have at least three years as Command experience as a Captain or equivalent.
- **Professional Certifications, Licenses:** Must have an Ohio Firefighter Level II certification. Must be a certified Ohio Emergency Medical Technician, an Ohio certified Fire Safety Inspector, and an Ohio certified instructor. A valid Ohio state driver's license or ability to obtain one within three months. Must be bondable and insurable by the Village's insurance carriers as to all relevant insurance types, including but not limited to automobile insurance.

ABILITIES AND SKILLS

- Participate in/command emergency situations which will occur in various environments including outside environments without protection from the elements and in locations in which loud noise, smoke, chemicals, unsanitary conditions, hostile members of the public, and other hazards may be present.
- Must have knowledge of single and double axle fire apparatus, pneumatic, gasoline, electric, and hydraulic powered hand tools and equipment, chain saws and other powered and non-powered hand tools, ladders, self-contained breathing apparatus, ropes, fire hose and nozzles, electrical generators, two-way radios and related equipment.
- Must be able to use personal computer, including applicable word processing, spreadsheet and data base software; calculator, telephone; cellular telephone, and copy/fax machine.

EXPECTED HOURS OF WORK/ATTENDANCE REQUIREMENTS

The normal working hours for this position shall be set by the Mayor, but as a part-time position, will not exceed 30 hours weekly. However, given the nature of the position, it is understood that the Fire Chief's schedule may vary from the normal work week and he/she shall be permitted, with the advance permission of the Mayor, to work a flexible schedule to ensure the efficient and timely completion of the Fire Chief's tasks.

Given the supervisory and hands-on work duties of the Fire Chief, in-person attendance is an essential function of this position. Remote work locations to perform the administrative functions of the position may be permitted with the prior consent of the Mayor.

MODIFICATION OF JOB DESCRIPTION

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.