



## POSITION SUMMARY

The City of Lebanon is accepting applications for the position of Assistant Fire Chief for the Lebanon Division of Fire. As the County seat for Warren County, Lebanon offers an outstanding opportunity to be part of a growing community that provides a high quality of life for our residents and businesses. The Assistant Fire Chief will work under the direction of the Fire Chief and will provide professional leadership and management of the City's Fire Division.

This position assists the Fire Chief in managing the daily operations of the Fire Division, including personnel supervision, training coordination, policy enforcement, and program development. Responsibilities include overseeing fire prevention, community paramedicine, and risk reduction initiatives, managing grants, and supporting administrative and strategic planning efforts to ensure efficient, high-quality public safety services for the City of Lebanon.

The Fire Division is an ISO Class 3 Fire and EMS Department consisting of approximately 39 full-time and 7 part-time personnel, serving over 21,000 residents, covering 13 square miles, including 5 industrial parks. The Fire Division averages 3,700 calls for service annually and operates from two stations. The department is committed to providing an outstanding work environment, equipment, apparatus and training opportunities in support of our professional staff. As a full-service City, Lebanon fosters a team-oriented approach to service delivery across departments.

This position requires general knowledge of office equipment and the ability to operate equipment associated with emergency rescue, hazardous material, environmental control and life support. The primary work site is in the Fire Station. Attendance at meetings and trainings may take place inside or outside the City of Lebanon. Hours of work are Monday through Friday 0800-1630, or as needed to fulfill job duties.

For additional information or questions about the position, please contact Ryan Dipzinski, Fire Chief, at 513-228-3850 or [rdipzinski@lebanonohio.gov](mailto:rdipzinski@lebanonohio.gov).

## ESSENTIAL FUNCTIONS

- Lead, mentor, and evaluate personnel to promote professional development and operational excellence.
- Direct and coordinate training programs to maintain readiness and compliance standards.
- Develop and enforce policies, procedures, and long-term strategic objectives.
- Oversee community risk reduction, fire prevention, and public outreach initiatives.
- Manage grant research, application, and reporting to support division priorities.
- Collaborate with city leadership, partner agencies, and regional departments.
- Contribute to budgeting, staffing, and resource planning decisions.
- Assume full command of the Fire Division in the absence of the Fire Chief.

## REQUIRED KNOWLEDGE, SKILLS, ABILITIES & CERTIFICATIONS

- Knowledge of current concepts and practices of the fire division and of the local laws and ordinances.
- Ability to exercise considerable independent judgment and discretion in carrying out daily operations.
- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees and the general public.
- Excellent written and verbal communication skills.
- Ability to forecast budget and plan for the emergency service needs of the community.
- Ability to engage and build trust and confidence with fire division staff, fellow department managers and the community.
- Ability to foster and mentor leadership roles within the staff with a focus on succession planning.
- Ability to pass the Fire Division's agility test.
- Bachelor's Degree in Fire Administration, or a related field, from an accredited university.
- A minimum of 10 years progressively responsible experience in Fire and EMS operations and administration with at least five years of Officer (Lieutenant or higher) experience.
- Certified Firefighter II
- CPR certification
- Certified Hazmat Operations
- EMT-Paramedic
- Certified Instructor
- Blue Card Certification
- Fireground Safety Officer
- NIMS 100, 200, 300, 400, 700 & 800
- Fire Officer I and II

## DESIRABLE TRAINING & EXPERIENCE

- Completion of an advanced leadership program (NFA EFO or OFE)
- Fire Officer III and IV
- Certified Hazmat Technician
- Blue Card Instructor

## POSITIONS SUPERVISED

- Direct supervision of
  - Battalion Chiefs
  - Fire Safety Inspector
- Indirect supervision of
  - Administrative Assistant
  - Lieutenant
  - Firefighters

## BENEFITS PROFILE

- Salary range: \$120,000-\$130,000 DOQ
- Ohio Police & Fire Pension: 24% contribution by the City of Lebanon, 12.25% by employee. Deferred compensation available.
- Probationary period of six months.
- Longevity pay program starting at five years of uninterrupted employment.
- Medical insurance cost share savings dependent upon voluntary participation in Employee Wellness Program.
- Dental and vision insurance available.
- Life insurance policy of \$50,000 paid by the City.
- Sick time is transferrable, without limit, with written verification from previous employer.
- Eleven holidays per year.
- Sick leave accrual of 4.6 hours per pay period.
- Vacation
  - 24 hours after probationary period
  - 96 hours after year 1
  - 120 hours after year 5
  - 136 hours after year 10
  - 160 hours after year 15
  - 176 hours after year 26
- Accrual credit is awarded with prior full-time government service.
- 24 hours personal leave

## BENEFITS PROFILE CONTINUED

- Lebanon earned the title of the Healthiest Employer in the region for the 150-499 Employee category and a spot on the Healthiest 100 Workplaces nationally.
- Ability to earn a discount on health insurance and an additional personal day based on voluntary program participation.
- Bi-monthly wellness seminars.
- Free employee fitness classes.
- 40% Countryside YMCA Membership Discount.
- Gym Membership/Personal Training reimbursement up to \$350 per year.
- Nutrition coaching offered by a registered dietitian with the Warren County Health District.
- Individual and team wellness challenges throughout the year.
- More than 700 acres of active and passive park space, including walking, hiking and bike trails

**Questions about benefits or the hiring process? Please contact Alyson Hall at 513-228-3852 or [ahall@lebanonohio.gov](mailto:ahall@lebanonohio.gov).**

Applications may be downloaded at [lebanonohio.gov](http://lebanonohio.gov). Applications accompanied by a cover letter and resume should be submitted to the Administrative Assistant via email at [ahall@lebanonohio.gov](mailto:ahall@lebanonohio.gov). Applications will be accepted until the position is filled, with first consideration given to those applications received by **January 5, 2026**. EOE.

## ABOUT THE CITY OF LEBANON, OHIO

The City of Lebanon is located in one of the fastest-growing counties in Ohio and is supported by excellent schools, reasonable tax and utility rates, and a strong overall quality of life. As a full-service municipality, the City provides water, sewer, and electric utility services to both residents and businesses. Lebanon operates with an annual budget of more than \$120 million and benefits from a stable, experienced leadership team.

Conveniently situated between the Cincinnati and Dayton metropolitan areas, Lebanon offers easy access to major transportation routes. I-75 lies just seven miles to the west and I-71 borders the community to the south, with additional connectivity provided by State Routes 42, 48, 63, and 123. This central location gives residents and businesses immediate access to a wide range of regional amenities, attractions, and services.

Lebanon's historic downtown is a defining feature of the community, offering a walkable area filled with unique shops, antique stores, dining options, and modern services. Its tree-lined streets, welcoming storefronts, and mix of historic charm and contemporary offerings create a vibrant small-town atmosphere complemented by festivals and special events throughout the year.

The City continues to prioritize thoughtful economic development and business growth. More than 80 acres have recently been annexed to expand the business park, and the community has seen over \$111 million in public and private investment in the past two years. Lebanon also supports local entrepreneurship through a progressive small business grant program designed to strengthen and retain its diverse business base.

Residents enjoy extensive recreational opportunities through the Lebanon Parks System, which includes 17 parks spanning more than 700 acres and over 10 miles of trails. The City actively promotes community and employee wellness through farmers markets, healthy living programs, and annual wellness events—efforts that have earned Lebanon the “Healthiest Employer of Ohio” award for three consecutive years. More information about the City of Lebanon is available at [lebanonohio.gov](http://lebanonohio.gov).