

Report to: Mayor and Safety Director
Department: Fire and EMS
FLSA: Exempt
Status: Full time- **PART TIME**
OPTIONAL
Compensation range: \$ 47,840-\$
57,539
Open Until Filled



Fire Chief

Woodmere Village is seeking a Fire Chief to oversee the division of fire and emergency medical services. Join a caring, hardworking and professional team at Woodmere Village. The Fire Chief oversees the daily operations of the fire station and responds to fire alarms by leading and coordinating assigned firefighters.

Supervisory Responsibilities:

- The Fire Chief hires and trains fire station staff and oversees schedules and job performance of fire station staff.
- Organizes and oversees the schedule of fire station staff.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline of employees including, progressive improvement plans, and termination as needed, in accordance with Village policy.

Responsibilities/Essential Duties:

- Oversees daily operations of the fire station which includes staff, equipment, maintenance and inspections.
- Respond to fire alarms by leading and coordinating the actions of assigned firefighters.
- Ensures response times and chute times are acceptable to industry standards.
- Actively participates in extinguishing fires and performing lifesaving duties.
- Conducts and participates in training on the use of fire trucks, EMS squads, and related equipment.
- Trains staff in methods of inspecting buildings for fire hazards.
- Conducts training on firefighting techniques and methods.
- Trains staff in first aid and resuscitation.
- Schedules and leads events to educate public on fire prevention principles and techniques.
- Prepares and submits reports to the mayor.
- Develops protocols and programs for community engagement.
- Performs other related duties as assigned.

Requirements:

- Extensive knowledge of firefighting methods and strategies.
- Excellent leadership abilities and the ability to direct subordinates in emergency situations.
- Ability to make decisions under pressure.
- Excellent managerial and supervisory skills.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to effectively provide monthly reports and budgetary needs to the Mayor and Village Council.

Education and Experience:

- High school diploma or equivalent required.
- Associate's degree in Fire Science or a related field preferred.
- Minimum of five years' experience as a firefighter.
- Senior level supervisory experience in fire or EMS

Physical Demands:

- Able to pass a physical examination and perform physical functions of a firefighter's duties.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift 50 pounds at a time.

About the Village of Woodmere:

Woodmere is a quaint village located just eleven miles southeast of downtown Cleveland and even closer to the countryside. It's the Gateway to the Chagrin Valley, and the gateway to more. *More opportunities, more possibilities, more experiences!*

The Village of Woodmere is an equal opportunity employer. All qualified candidates will receive consideration for employment without regard to race, religion, color, national origin, sex, age, physical or mental disability, genetic information, sexual orientation, gender identity, marital status, veteran or military status, or any other factor determined to be unlawful by federal, state, or local statutes.

How to apply:

Please email your resume to: Safety Director
info@woodmerevillage.com