



Assistant Fire Chief

City of Upper Arlington, Ohio (Franklin County)

Due to a retirement, the city of Upper Arlington is accepting applications for the position of assistant fire chief. Upper Arlington is a medium sized community with a sparse suburban feel located in Franklin County on the northwest side of the Columbus, Ohio metropolitan area. The city of Upper Arlington is a first-ring, primarily residential suburb of Columbus. Founded in 1918, and just under 10 square miles in size, Upper Arlington is called home by more than 36,000 residents. They value its strong sense of tradition and community, excellent school system, beautiful neighborhoods with mature street trees that complement a range of housing sizes and styles from historic to cotemporary, condominiums to single-family homes, catering to many income levels.

THE ORGANIZATION

The Upper Arlington Fire Division is a full-service agency that provides fire suppression, advanced emergency medical, and community risk reduction services. Staffed with 56 full-time personnel, the division operates from two fire stations and responds to approximately 5,500 emergency calls for service annually. The operating budget for 2023 is \$11 million. The city's current ISO rating is 2/2X.

THE IDEAL CANDIDATE

The ideal candidate is a skilled leader with excellent oral and written communication skills, strong analytical and problem-solving skills, and strong team-building skills; developing a team in a diverse workforce. The successful candidate must have experience in planning, budgeting, project management, collaborative interagency relationships, and labor-management relations in a unionized environment. A broad knowledge of and experience in the application of incident management, community risk reduction, and conflict resolution are important skills for this high-performing fire and emergency medical services division.

REQUIREMENTS

Applicants should have a proven record of leadership with a minimum of 15 years of progressively responsible full-time fire service experience, with four (4) or more years of progressively responsible fire department supervisory experience at the shift commander level or higher. Applicants must possess the following Ohio certifications and licensure: Firefighter II,

paramedic, fire or emergency medical services instructor, and a valid Ohio Operator's License. Certification as a fire-safety inspector is preferred. Fire officer development requirements include completion of Fire Officer I and II training, and the federal National Incident Management System training coursework – Incident Command System 700, 800, 100, 200, 300, and 400 is required. Completion of Fire Officer III and IV is preferred. For the candidate that does not process Fire Officer III and IV, the training must be successfully obtained within 18 months after employment.

Applicants must possess an associate degree or equivalent from an accredited two-year college or technical school; a bachelor's degree is desired from an accredited college or university. Preferred areas of college study include: Fire Science, Fire or Public Administration, Public Safety Management, Business Administration, or related field. Completion of the Ohio Fire Executive Program or the National Fire Academy's Executive Fire Officer Program is highly desired. The successful applicant must be in good physical condition and be able to pass all pre-employment screenings including physical examination and drug screening.

COMPENSATION

The Upper Arlington assistant fire chief is an "exempt employee - executive" as a Fair Labor Standards Act exempt position. The position has an annual salary range of: \$102,626.00 to \$143,677.00 depending on qualifications and experience. An attractive and competitive benefits package commensurate with this level of position is also made available to the successful candidate.

APPLICATION AND PROCESS

Interested candidates must complete the city of Upper Arlington employment application form at <https://upperarlingtonoh.gov/city-managers-office/human-resources/> . In addition, interested candidates must also submit a cover letter, resume with details of the candidate's work experience and achievements in program and project management, and copies of required certifications at the aforementioned link in one PDF format.

Applicants should confirm electronic submissions by emailing abeauch@ohiofirechiefs.org .

Selected applicants will participate in an assessment center conducted by the Ohio Fire Chiefs' Association (OFCA) tentatively scheduled for May 20th, 2023. Questions concerning this position can be directed to the OFCA at info@ohiofirechiefs.org or 800-347-3704.

Deadline for application submittal is April 7th, 2023 at 3:00 pm.

The city of Upper Arlington is an Equal Opportunity Employer.