

SYCAMORE TOWNSHIP FIRE DEPARTMENT

ASSISTANT FIRE CHIEF

Position: Assistant Fire Chief

Division: Administration

Reports To: Fire Chief

FLSA Status: Salaried – 40-hour work week or as otherwise directed by the Chief of Department

Position Overview

The Sycamore Township Fire Department is seeking qualified candidates for the position of Assistant Fire Chief.

The Assistant Fire Chief is a senior leadership position responsible for assisting the Fire Chief with the overall administration, operations, personnel management, and strategic direction of the Sycamore Township Fire Department. The successful candidate will demonstrate strong leadership, sound judgment, effective communication, and the ability to manage both emergency operations and the administrative responsibilities of a modern fire and EMS organization.

The Assistant Fire Chief may respond to emergency incidents, assume an appropriate role within the Incident Command System, evaluate departmental operations, and provide leadership and direction to department personnel.

Minimum Qualifications

- High school diploma or equivalent
- Fire Officer II
- Minimum of ten (10) years of progressively responsible fire service experience
- Minimum of five (5) years of supervisory or command-level experience in a career or combination fire department.
- Completion of NIMS and ICS training appropriate for executive fire service leadership.
- Ohio Firefighter II Certification
- Ohio Paramedic Certification
- Ohio Fire Service Instructor Certification
- Ohio Fire Safety Inspector Certification
- Hazmat Technician Certification
- Demonstrate proficiency in personnel leadership, budgeting, and incident command
- Possess a valid motor vehicle operator's license

Preferred Qualifications

An associate degree or higher from an accredited institution in Fire Science, Fire Administration, Public Safety Management, Business Administration, or related field is highly preferred.

Completion of the Ohio Fire Executive Program or the National Fire Academy's Executive Fire Officer Program is highly desired

Fire Officer III and IV

Primary Responsibilities

The Assistant Fire Chief will be responsible for, or directly supervise, a broad range of administrative and operational functions, including:

- Overseeing departmental operations involving fire suppression, EMS, technical rescue, hazardous materials, fire prevention, and facilities/fleet maintenance
- Providing positive leadership, supervision, mentoring, and professional development for department personnel
- Assisting with hiring, promotional processes, employee training, discipline, and career development
- Promoting consistency, accountability, and effective communication between shifts
- Assisting with the development, implementation, interpretation, and enforcement of Department and Township policies, procedures, rules, regulations, and guidelines
- Maintaining knowledge and understanding of applicable Department policies and the collective bargaining agreement
- Assisting with personnel and labor-relations matters
- Coordinating departmental projects, programs, Areas of Responsibility, equipment inventories, and documentation
- Overseeing fire and EMS reporting, records, training documentation, and other administrative systems
- Assisting the Fire Chief with departmental strategic planning
- Developing, reviewing, and implementing service-delivery programs
- Maintaining professional relationships with neighboring fire departments, government agencies, and other community partners
- Serving as a liaison between the Department and Medical Director
- Responding to emergency incidents as necessary and functioning within the Incident Command System
- Evaluating emergency operations and recommending improvements to departmental responses and service delivery
- Serving as Acting Fire Chief when directed
- Serving in an on-call capacity for fires and other major emergencies when requested by the Fire Chief
- Performing special projects and other duties as assigned by the Fire Chief

Knowledge, Skills & Leadership Abilities

The successful candidate should possess:

- Strong leadership and command presence
- Demonstrated fire, rescue, and EMS command experience
- The ability to make timely and effective decisions under emergency and managerial conditions
- Extensive knowledge of fire suppression, rescue, EMS, hazardous materials, training, and emergency incident operations
- Knowledge of applicable local, state, and federal laws and regulations
- Strong written and verbal communication skills
- An understanding of personnel management, employee relations, and human resource practices
- Strong organizational, time-management, and prioritization skills
- The ability to motivate, develop, and hold personnel accountable
- The ability to work cooperatively with Department personnel, Township administration, labor representatives, neighboring agencies, and the public
- A commitment to professionalism, integrity, accountability, teamwork, and high-quality public service

Physical and Operational Requirements

The Assistant Fire Chief must be capable of performing both administrative and emergency response duties. The position may require extended periods of sitting, standing, or walking and may involve emergency scene operations, training activities, patient care, and other physically demanding assignments.

The successful candidate must be able to wear required personal protective equipment, including turnout gear and SCBA, and operate in the environmental conditions associated with fire and emergency scenes.

Work Environment

The Assistant Fire Chief may work at any current or future Sycamore Township fire station, training facility, Township facility, or emergency scene. Mutual-aid responsibilities may require operations outside Sycamore Township.

This position requires the ability to perform effectively under the situational stress associated with emergency incidents as well as the ongoing responsibilities of departmental leadership and management.

Application Process

Interested candidates should submit a resume with cover letter and copies of any relevant licenses/certifications to gbickford@sycamoretownship.org

Compensation & Benefits

Minimum Salary: \$110,000

Comprehensive benefits package includes:

Ohio Police & Fire Pension Fund

Medical, Dental, and Life Insurance plus Vision HRA

Paid Vacation, Sick Leave, and Holidays

Township-issued vehicle

Professional Development and Training Opportunities

Sycamore Township is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status under applicable law.

The deadline for submission is September 30, 2026, at 4:30 p.m.