



26789 Highland Road
Richmond Heights, Ohio 44143
Phone: 216.486.2474
Fax: 216.383.6320
richmondheightsohio.org

Dear Applicant:

Thank you for your interest in applying for the position of Fire Chief with the City of Richmond Heights. Enclosed in this packet are the required application materials that all applicants must complete and submit via certified mail postmarked no later than November 28, 2011, to

CITY OF RICHMOND HEIGHTS
26789 Highland Road
Richmond Heights, Ohio 44143
Attention: Fire Chief Applications

Only applications sent via certified mail will be accepted. There is no fee to apply.

Your submitted application materials must include:

1. A completed and signed City of Richmond Heights Employment Application that includes questions relating to education, training, experience, and background, and space for you to list a minimum of five professional and two personal references and their contact information. Please note that although your resume may contain similar information to what you provide on this form, the Application must be completed, in full. You may submit your resume as additional material.
2. A copy of any college undergraduate or graduate degree you may have earned or college academic transcripts that indicate the degree conferred, if any, for college only. Copies are sufficient.
3. Supporting materials that substantiate any training or experience credentials you claim.
4. A cover letter stating your interest in the position and summarizing your qualifications.

Should you have any questions regarding the application process, please call the City of Richmond Heights at the office of the Mayor, at 216-486-2474.

CIVIL SERVICE COMMISSION

Fire Chief

The City of Richmond Heights Civil Service Commission is accepting applications for the position of **Fire Chief**.

Applications materials may be obtained at the office of the Mayor, Richmond Heights City Hall, located at 26789 Highland Road, Richmond Heights, Ohio 44143, from 9:00am through 4:00 p.m., Monday through Friday. The Application materials are also available at www.richmondheightsohio.org. Completed applications must be sent by certified mail to the Office of the Mayor, postmarked no later than November 28, 2011. No fee is required.

The applications will be used to evaluate candidates. The Civil Service Commission will call to a scored oral assessment interview on or about December 16 and 17, 2011, only the most qualified candidates as determined from the application evaluation process. Based upon the assessment results, the best qualified candidates will undergo a background check, polygraph examination, psychological assessment, and an oral interview prior to appointment.

All applicants must be U.S. citizens, and must be in good physical condition and capable of performing the physical functions required of Fire Chief. All applicants shall hold or shall have held the position of a fire lieutenant or higher in a municipal corporation and shall have served in that capacity beyond any probationary period applicable to that position. As a condition of employment, the Fire Chief shall reside within Cuyahoga County or any county adjacent to Cuyahoga County during the Chief's employment. In cases of new employment, the Fire Chief shall have three months to comply with this section. Failure of the Fire Chief to comply with this section shall result in immediate termination of employment without further action by the City. The Fire Chief, upon appointment, shall serve a probationary period of one year. Further, a minimum of 5 years experience in Fire Department management including budgeting, planning and administration, and 10 years of fire supervisory experience are required.

Equal Opportunity Employer

By Order of the Civil Service Commission

CITY OF RICHMOND HEIGHTS

POSITION OF FIRE CHIEF

The Fire Chief shall be the head of the Division of Fire and shall have the authority and responsibility for the operation of the Division, for the proper maintenance of the apparatus of the Division, and for the discipline, duties and conduct of the members thereof. The Fire Chief shall be responsible to and fully accountable to the Mayor for all activities, effectiveness and efficiency of the Division. The Chief shall establish standards and measures of performance to assure maximum service at optimum efficiency to the Municipality and its residents.

POSITION REQUIREMENTS

All applicants shall hold or shall have held the position of a fire lieutenant or higher in a municipal corporation and shall have served in that capacity beyond any probationary period applicable to that position. As a condition of employment, the Fire Chief shall reside within Cuyahoga County or any county adjacent to Cuyahoga County during the Chief's employment. In cases of new employment, the Fire Chief shall have three months to comply with this section. Failure of the Fire Chief to comply with this section shall result in immediate termination of employment without further action by the City. The Fire Chief, upon appointment, shall serve a probationary period of one year.

Further, a minimum of 5 years experience in Fire Department management including budgeting, planning and administration, and 10 years of fire supervisory experience are required. Bachelor's degree preferred. Equivalent combinations of training and experience will be considered along with the following knowledge, skills and abilities:

- Valid Ohio Driver's license.
- Ability to maintain a systematic recordkeeping system.
- Advanced knowledge of modern firefighting and fire prevention methods and equipment.
- Knowledge of City building codes, fire prevention laws and regulations.
- Thorough knowledge of the safety standards used in firefighting.
- Knowledge of current trends regarding the administration of firefighting and fire prevention activities.
- Ability to provide leadership, create initiative and serve as an effective spokesperson.
- Ability to cooperate and communicate constructively with other city departments, Mayor, elected officials, media and the public.
- Considerable skill in planning, organizing and administering Fire Department programs and services.
- Ability to effectively develop, manage, and evaluate fire prevention, fire suppression, emergency medical service, hazardous material, rescue and related fire service programs.
- Ability to plan, develop and manage departmental resources.
- Ability to exercise considerable judgment in the development and application of departmental work rules, standards, policies and procedures.

CITY OF RICHMOND HEIGHTS

- Ability to develop and maintain effective working relationships.
- Ability to effectively manage diverse emergency incidents, necessitating the ability to effectively and quickly process visual and auditory data.

ESSENTIAL FUNCTIONS

- Plans, organizes and directs the programs, services and operations of the City of Richmond Heights Fire Department both directly and through subordinate supervisors.
- Provides for the effective development and administration of departmental policies, procedures and standards.
- Prepares and administers departmental financial plans and resources (including capital and operating budgets).
- Promotes and maintains positive departmental public relations with other city department staff and the community in general.
- Directs the selection, training, supervision, evaluation and discipline of the fire department staff.
- Develops and manages effective departmental communication and planning efforts.
- Develops, organizes, and implements responsive management strategies.
- Oversees and manages the procurement and maintenance of fire apparatus and equipment.
- Conducts long range planning for the department.
- Represents the department in all activities, including networking with County, State, and National Fire Chiefs Associations, if required.
- Participates in the efforts of the Mayor's management team and related committee efforts.
- Provides advice, counsel and expertise to the Mayor, City Council and other boards and committees as appropriate.
- Works within city personnel policies and practices in cooperation with other key departments such as human resources.
- Represents the Fire Department and departmental interests throughout the community, both in person and through the media.
- Performs related work as required.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

CITY OF RICHMOND HEIGHTS
26789 Highland Road, Richmond Heights, Ohio 44143

EMPLOYMENT APPLICATION FOR THE POSITION OF FIRE CHIEF

An Equal Opportunity Employer

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age or handicap.

INSTRUCTIONS: To be filled out by applicant only. Answer all questions. Print or type neatly and accurately. Attach supplements if necessary. Exclude any reference which may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, gender, sexual orientation, or disability.

(Please Print in Ink or Type)

Date _____

NAME _____
(Last) (First) (Middle)

ADDRESS _____
(Number, Street, City, State & Zip)

NUMBER OF YEARS AT THIS ADDRESS _____

HOME TELEPHONE (____) _____ BUSINESS TELEPHONE (____) _____

E-MAIL ADDRESS _____

SOCIAL SECURITY NUMBER _____

PLEASE READ CAREFULLY:

The application materials that we require you submit for this position include a completed City of Richmond Heights employment application that includes a list of at least five (5) professional references with current contact information, answers to all questions, and evidence of all certifications, work experience, and other credentials, along with a copy of your college academic transcripts and/or college degrees. Please note that a resume may not be substituted for any portion of this application. The applications will be used to evaluate candidates. It is in your own best interest to include complete and accurate information in the application. The Civil Service Commission will call to a scored oral assessment interview only the most qualified candidates as determined from the application evaluation process. If you need more space, attach additional pages using the same format. Any information you give may be checked for accuracy. We urge you to make copies, for your own records, of all application materials you submit.

MAIL VIA CERTIFIED MAIL, POSTMARKED NO LATER THAN NOVEMBER 28, 2011, TO:

CITY OF RICHMOND HEIGHTS
26789 Highland Road
Richmond Heights, OH 44143
Attn: Fire Chief Applications

AUTHORIZATION AND CERTIFICATION

Initial: _____ I, the undersigned applicant, being first duly sworn, declare that I am the person mentioned herein, and that all answers, statements and information are true, accurate, and complete to the best of my knowledge and belief. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and other supplemental materials submitted by me become the property of the City, which reserves the right to accept or reject them. I further agree to observe all rules, regulations and policies of the City now in force and effect, or as they may change during my employment if I am employed by the City.

Initial: _____ I hereby authorize the City to conduct work history, professional and personal reference, police record, and motor vehicle record inquiries and to conduct a polygraph exam to determine my acceptability for employment. I hereby agree to participate in an Ohio Bureau of Criminal Identification (BCI) fingerprint criminal history check and in a Federal Bureau of Investigation (FBI) fingerprint criminal history check and understand that employment may be terminated based on the revealed criminal history.

Initial: _____ I understand that I will be required to successfully pass a drug test, a psychological assessment, and a pre-employment physical exam to gain employment or continue employment with the City of Richmond Heights. I consent freely and voluntarily to participate in required drug tests and pre-employment physical exams at a location selected by the City of Richmond Heights, and consent to the release of the test results to the City of Richmond Heights. I hereby release and hold harmless the City of Richmond Heights, its officials, agents, and employees, and the persons providing the information, from any liability whatsoever arising from the drug tests or pre-employment physical exam and decisions concerning employment based upon the results of these tests.

Initial: _____ If accepted for employment, I agree that my status as an employee depends upon my successful performance during a probationary period and that I am an "at-will" employee during this probationary period and may be terminated by the City of Richmond Heights at any time for any reason. In addition, I understand that the City of Richmond Heights maintains a drug-free and violence-free workplace.

Initial: _____ I further understand and agree that this application is not a promise of or contract for employment.

Signature of Applicant: _____ Date: _____

STATE OF OHIO)
)SS
CUYAHOGA COUNTY)

Sworn to and subscribed in my presence this _____ day of _____, 2011.

NOTARY PUBLIC

My commission expires _____

[SEAL]

VIII. OTHER BACKGROUND QUESTIONS

A. Have you ever been warned or disciplined for any of the following occurrences in your previous or current employment? If you check "Yes" please explain in the space provided.

- Yes No Attendance
- Yes No Performance Problems
- Yes No Inability to get along with others
- Yes No Safety Violations
- Yes No Harassment
- Yes No Violent Behavior
- Yes No Inappropriate use or possession of alcohol
- Yes No Inappropriate use or possession of a drug

Explanation of any of the above items you checked "Yes"

B. Have you ever been suspended or discharged from any position? If you check "Yes" please explain, including date, location, employer, and situation.

C. Please explain any gaps in employment.

D. Since your 18th birthday, have you EVER been convicted of *any violations of law* (or as a juvenile, been waived into adult court and convicted), or are you now subject to a pending charge? Please list all convictions and pending charges, including relevant dates. [Note: "violations of law" includes felonies, misdemeanors, and other offenses (e.g., traffic citations, municipal violations, etc.), as well as conviction by a military court-martial.]

No _____

Yes _____ Explain: _____

NOTE; The City routinely verifies conviction, driving record, and other information listed in this application. If you do not respond correctly or if you commit errors of omission of fact, either intentionally or unintentionally, you will not be eligible for City of Richmond Heights employment. If you are unsure of how to respond to this or any other question, IT IS YOUR RESPONSIBILITY to check with the Civil Service Commission for information or clarification.

E. Have you received any moving traffic violations over the past three years? _____ Yes _____ No

What is your driver's license number? _____