

Cardinal Joint Fire District

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Deputy Fire Chief Job Description

The Cardinal Joint Fire District has an opening for a Deputy Fire Chief. Applications are being accepted until __June 26, 2026__ at 12:00 noon.

Position Summary

The Deputy Chief of operations serves as a key member of the Fire & EMS Command Staff. They are responsible for the overall leadership, coordination and management of all emergency responses. This position ensures the effective delivery of fire suppression, emergency medical service, rescue operations, and specialized readiness. The Deputy Chief reports directly to the Fire Chief and acts on their behalf in their absence as assigned.

Responsibilities & Operational Leadership

- Directs and oversees all daily emergency operations, including Fire, EMS, Rescue, Training, and Special Operations.
- Ensures consistent, effective and professional emergency response across all stations and shifts.
- Responds to and assumes command of major incidents as needed.
- Monitors system performance, deployment, strategies and response time to ensure delivery goals are met.

Personnel Management

- Provides leadership and supervision to company officers and Fire / EMS personnel.
- Establishes clear expectations for performance, accountability and professional conduct.
- Participates in the hiring processes, as well as assessments / promotions.
- Participates in disciplinary actions and process.
- Supports workforce development, mentoring, and succession planning.

Training and Readiness

- Ensures that all personnel meet required training standards and certifications.
- Works closely with training staff to identify operational training needs.
- Promotes a culture of continuous operational excellence.

Policy and Procedure Development

- Develops, implements, and enforces standard operating guidelines (SOGs) and policies related to emergency operations.
- Ensures compliance with local, state, and federal regulations and standards.

Safety and Risk Management

- Promotes and enforces a strong safety culture for all operational functions.
- Reviews incidents for SOGs compliance, and After-Action Reviews.
- Works with officers to reduce risk and improve firefighter and public safety outcomes.

Interagency Coordination

- Maintains strong working relationships with neighboring jurisdictions, law enforcement, emergency management, hospitals, and regional partners.
- Represents the Fire District at national, regional, and local meetings.

Budget and Resource Management

- Assists in the development and management of the operational budget.
- Oversees apparatus, equipment and staffing resources to ensure operational readiness.
- Provides input on capital improvement planning, including apparatus replacement and station needs.

Administrative Responsibilities

- Prepares reports, data analysis, and presentations related to operations.
- Participates in strategic planning and organization development initiatives.
- Supports special projects and assignments as directed by the Fire Chief.
- Attends district meetings as requested.

Preferred Qualifications

- Experience in combination Full-/Part-time Fire/EMS systems
- Candidate should have 10 years of progressive fire experience.
- Candidate shall be at least the rank of Captain or above to apply.

Working Conditions

- Involves both administrative office duties and field response to emergency incidents.
- Subject to 24/7 call-back for major incidents and operational needs.
- Exposure to hazardous and high-risk environments during emergency response.

Preferred Attributes

- Associate's degree in Fire Science, Emergency Services, and/or Public Administration, (Bachelor's degree preferred.). If no degree, the Fire Board can require a timeline for obtaining a degree as listed above.
- Strong background in organizational leadership and culture development
- Proven ability to lead through change and manage complex operational changes.

Certifications and Certificates

- If candidate who does not have all certifications is selected, they must obtain any required certifications in 18 months. **
- Ohio Firefighter II
- Ohio EMT – Paramedic
- Ohio Certified Fire Safety Inspector **
- Ohio Fire Instructor **
- **Following are recommended**
 - NFPA - Fire Officer I, II & III
 - Ohio Fire Chief's - Fire Officer Designation
 - Ohio Fire Chief's - Chief Officer Designation
 - Ohio Fire Chief's - OFE - Ohio Fire Executive class