

The Fire Chief will oversee all operations of the Fire Department while taking the lead role with safety, budgeting, establishing department policies and procedures, contract negotiations, HR principles for the fire department and serve as liaison with other departments, public safety organizations and the general public. Employee holding this position will be required to perform any other job-related duties as requested by the Town Manager and/or the Town Council. Fire Chief must reside within a 20 minute response time to Edinburgh.

Education and experience:

1. 15 years fire service experience (preferred)
2. Fire service management experience (preferred)
3. Instructor I (Preferred)
4. High School diploma or GED
5. Must have a valid Indiana driver's license

Must possess and maintain the following certifications with the State of Indiana:

1. Firefighter I/II
2. Emergency Medical Technician
3. Hazardous Materials Awareness/Operations
4. Additional certifications as may be required by the Edinburgh Fire Department

Must have the ability to:

1. Organize and direct work of self and others
2. Communicate effectively on an individual or group basis and in public meetings
3. Operate personal computer utilizing word processing, e-mail and other software applications as may be necessary to perform essential job functions

Performance of essential functions may require:

1. Exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease or pathogenic substances
2. May require life or death decisions based on circumstance beyond incumbent's control, decisions may affect the general public and co workers as well as incumbent

The Town of Edinburgh is a Drug Free Workplace, successfully passing a post offer drug screen is required and random testing may be conducted after employment

Background checks producing acceptable BMV and criminal history reports are required

The salary range is \$35,000 to \$70,000 based on experience as well as a benefit package including health, life insurance and Indiana Public Retirement System (INPRS).