



219 Chestnut Street Swanton, Ohio 43558

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www.villageofswantonohio.us

May 2024

Spanning two counties, the Village of Swanton honors its rich history and is committed to the future of this vibrant community, of more than 3,800 people, by providing a high level of service to its residents. Located within the Toledo metro area, the Village is the best of both worlds: close to amenities of a bigger city while maintaining a small-town feel. The Village of Swanton is a general statutory village with an elected Mayor and Council as well as a full-time Village Administrator who carries out the day-to-day administrative operations.

Deputy Fire Chief

The Village of Swanton, Ohio is seeking a qualified individual for a full-time Deputy Fire Chief. The Deputy Chief works under the general direction of the Fire Chief and is responsible for the operations management of the Fire and Rescue Division. The ideal candidate must have strong and effective communication skills, inclusive management style, and technical knowledge of fire suppression, fire prevention, as well as emergency medical services operations. Complete job description, including qualifications, may be obtained online at www.villageofswantonohio.us or email admin@villageofswantonohio.us. Please send an application, resume, and cover letter with three professional references, to Ms. Shannon Shulters, Swanton Village Administrator, 219 Chestnut Street, Swanton, Ohio 43558. Applications will be accepted until May 31, 2024 at 4pm. EEO.

Required knowledge and abilities are:

- Eight (8) years on a career or combination career/volunteer fire department with a minimum three (3) years in a progressive leadership position.
- Current Ohio Department of Public Safety certificates: Firefighter II, Paramedic, Fire Safety Inspector, and Fire and/or EMS Instructor, including Live Fire Instructor.
- Hazardous Materials Operations certification.
- Currently hold Fire Officer I & II with the ability to obtain Fire Officer III & IV as required
- Hold NIMS ICS 100, 200, 300, 400, 700, and 800 certifications.
- A valid State of Ohio driver's license.

The following qualifications, experience, and education are preferred:

- Graduation from an accredited university in fire administration, public administration, or related field
- Haz-mat/WMD Technician Certification
- Knowledge of government accounting and budget preparation
- Prior experience leading a fire and rescue division in a professional manner
- Knowledge of applicable city, state and federal laws, rules, procedures and standards governing fiscal and budgetary operations
- Prior experience in database management
- Knowledge of Insurance Services Office (ISO) – grading schedule

Other requirements and favorable characteristics:

- The ability to maintain minimum certifications for employment
- The ability to pass training requirements listed above and unlisted future requirements
- Must pass drug test, Ohio Police and Fire Pension physical, and background check

The ideal applicant should possess verifiable great character including but not limited to:

- Must be able to establish and maintain effective working relationships with employees, Village appointed/elected officials, our citizens, and visitors.
- Must be able to work as part of a team in completion of emergent and non-emergent tasks
- Maintain a consistent positive attitude
- Capable of being a low maintenance employee because you are someone that needs minimal direction or correction
- Possess a sincere passion for the fire service, for helping, and serving others.
- Experience in applying for grants.
- Experience with Microsoft Office.

FULL TIME EMPLOYEE BENEFITS

Ohio Police & Fire Pension Fund

Medical & Prescription Insurance
(Employee to pay 10% of premium)

Two plan options with either a reimbursable benefit or a H.S.A. deposit by employer

\$500 Reimbursement per Year Dental and Optical
(Employee to pay 100% of premium) (Restrictions apply – See Employee Handbook)

\$1,000 Prescription reimbursement per Year (Restrictions apply – See Employee Handbook)

\$50,000 Life Insurance Policy

\$200 per Week Loss of Time Benefit (DISABILITY)

24 Hours of Personal Leave Annually

Sick Leave Accrual*

**With official letter from said entity, Village will honor up to 960 hours of sick from previous employment accrual*

Vacation*:

40 Hours – Less than 1 Year of Full-Time Accumulated Service Credit

80 Hours – 1 -2 Years of Full-Time Accumulated Service Credit

120 Hours – 3-8 Years of Full-Time Accumulated Service Credit

160 Hours – 9-14 Years of Full-Time Accumulated Service Credit

200 Hours- 15 or More Years of Full-Time Accumulated Service Credit

***Village of Swanton will honor previous years of service in an Ohio public retirement system*

Deputy Fire Chief (Starting Salary Range)	\$71,000	\$75,000
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