

# PLEASE POST UNTIL NOVEMBER 28

## 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](http://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.

By Order of the Civil Service Commission

Equal Opportunity Employer