

HIGHLAND FIRE DEPARTMENT

Emergency 911

Station #1: 923-9876

Station #2: 924-7878

Notice of Available Position

Department: Highland Fire Department

Position: Full-Time Fire Chief

Posted: Wednesday, November 6, 2024

Post period ends: Friday, December 6, 2024

The Highland Fire Department is accepting applications for the position of full-time Fire Chief.

The Fire Chief shall have a minimum of ten (10) years experience in the Fire Service, with an extensive background in; fire operations, fire cause and origin, fire inspection, firefighting training and emergency management operations.

The Fire Chief shall have a minimum of five (5) years as a Lieutenant, Captain, Operations Chief or Chief.

The Fire Chief shall enter into a contract with the town with regard to the services to be performed and the full-time Fire Chief position shall be a PERF covered position.

The Fire Chief's position shall also include all of the duties of the fire inspector, the Chief Fire Code Official as defined in section 103.1-103.4.1 of the Indiana Fire Code with the authority listed in section 104.1-104.11.3 of the 2006 international Fire Code, the Fire/Rescue/EMS training administrator, the Town Disaster and EMS Management Director and the EMS services and contracts administrator. The Fire Chief shall be paid in the amount and manner set forth in the most recently adopted wage and salary ordinance as may be amended from time to time for the performance of the duties associated with the position.

The Fire Chief must have a knowledge of and ability to operate various firefighting apparatuses and equipment, computer terminal, telephone, two-way radio, computer hardware, computer software and various office supplies.

The Fire Chief should possess as minimum of National Fire Prevention Association (NFPA) Fire Officer 1 certificate, Instructor 1 certificate, Fire Office Strategy/Tactics certificate, Fire Inspector 1 certificate, (preferred) Associate Degree in Fire Science. (preferred) current EMT certificate, NIMS 100, 200, 300, 400 & 700, a valid hazardous material technician certificate, a valid Indiana driver's license, live in the Town of Highland within 18 months of hire date and should be at least 21 years of age.

The Fire Chief participates in the benefit plan of the Town of Highland. It is subject to change with notice. The current benefit plan includes:

- After completion of 12 months continuous employment employee is eligible for 6 personal days off with pay each year. These are cumulative not to exceed 20.
- Worker's compensation.
- After completion of 12 months continuous employment employee is eligible for up to ten (10) days of paid vacation.
- Eleven days paid holidays each year after 30 days of employment.
- Medical and dental insurance to which an employee contributes a bi-weekly premium withheld from bi-weekly pay. Also, an Employer paid life AD & D insurance policy is provided for which the worker pays only \$1.00 annually. Also, worker may elect to participate in a higher deductible group health plan, and receive semi-annually contributions to a worker established (high deductible) Health Savings Account (HSA).
- Longevity bonus pay based upon schedules of tenure at beginning after one year of service and increased each year up to and including 30 years.
- A Section 457 Plan (deferred compensation) is available.
- A Section 125 Plan is available. No flexible spending plan is included.
- Employee eligible for free membership in municipally operated Fitness Center as part of wellness program.
- Defined benefit pension program administered by the Indiana Public Retirement System (INPRS) that includes a worker savings (annuity) paid by the employer.



