

# Fire Chief



## Executive Recruitment

### Montgomery Township, PA

*Lead*

*Serve*

*Inspire*

*Lead a dedicated team*

*Strengthen a proud tradition*

*Shape the future*



*Volunteer and Career  
Workforce*



*Organized*

*July 22, 2002*



*The Mission*

*Serve the residents, merchants, and  
businesses of the Township  
with excellence.*



CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC

CPSM<sup>®</sup>

## The Fire Department

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Montgomery Township provides continuous 24-hour, seven-day-per-week emergency services to the community through a combination fire department. The department is comprised of a well-trained career division that works in partnership with a dedicated and well-trained volunteer organization. This combination of career and volunteer personnel provides the department with a strong operational foundation and enhances its ability to respond effectively to a wide range of emergency incidents.

The department operates from two strategically located municipal fire stations within the Township, providing a centralized base for emergency response and community fire protection services.

The fire department is led by a Fire Chief who is assisted by a civilian administrative assistant, a volunteer Deputy Chief, a career Assistant Chief, and career and volunteer fire officers. The Fire Chief is also the designated Township Fire Marshal and manages the Township's Emergency Management function.

Currently, career staff and officers (Montgomery Township Department of Fire Services) staff Station 1 from 7:00 am to 5:00 pm Monday through Friday. Volunteer firefighters and officers' (Fire Department Montgomery Township) staff the remaining hours either in-station through a Township funded stipend program or a from-home response.

A typical daily career staffing model includes one Captain and three firefighters assigned to the department's rescue-pumper, and one firefighter assigned to a special service unit. There is a current collective bargaining unit agreement in place, which was ratified in January 2025 for a three-year term.

The volunteer component staffs the overnight hours on premises between the hours 10:00 pm to 5:30 am Monday through Friday. All other hours are primarily covered by volunteer member at-home response.

### Mission Statement

***Serve the residents, merchants, and businesses of the Township with excellence.***

### Focus

***Taking pride in providing a total systems approach to serve the community with other Township agencies.***

### Services Provided

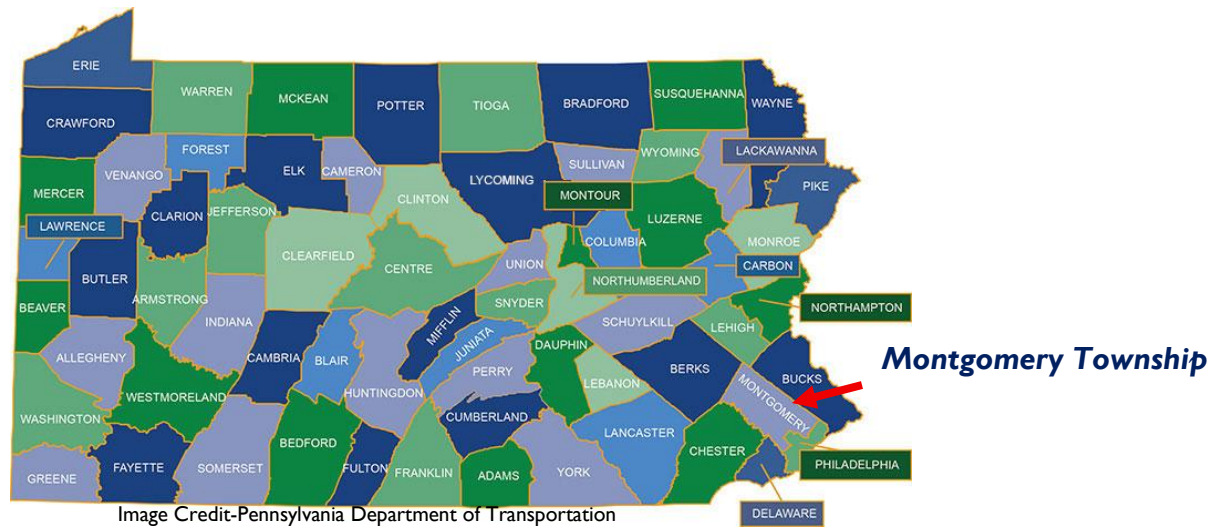
- ❖ ***Fire Suppression***
- ❖ ***EMS First Responder***
- ❖ ***Technical Rescue***
- ❖ ***Hazardous Materials Response***
- ❖ ***Fire Prevention***
- ❖ ***Community Outreach***
- ❖ ***Fire Investigation***
- ❖ ***Fire Police***
- ❖ ***Emergency Management***



## The Community

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Montgomery Township is a well-established suburban community in Montgomery County, Pennsylvania, located approximately 25 miles north of Center City Philadelphia. Its location provides residents with convenient access to the economic, cultural, educational, and recreational opportunities of the greater Philadelphia metropolitan area while maintaining the character and amenities of a well-planned suburban community. Major regional destinations, including Philadelphia, Allentown, and the Lehigh Valley, are readily accessible, while New York City and Baltimore are also within reasonable driving distance.



With an estimated 2025 population of approximately 26,210 residents, Montgomery Township has experienced measured population growth while retaining a strong residential character. The community includes established neighborhoods, newer residential development, commercial centers, professional services, restaurants, retail destinations, and a range of community facilities. Its location along major transportation corridors, including Routes 309, 202, and 63 and nearby connections to the Pennsylvania Turnpike, enhances access to employment centers throughout the region.

### Quality of Life

One of Montgomery Township's defining characteristics is its commitment to parks, recreation, open space, and quality-of-life amenities. The Township maintains a system of parks and open green space, providing residents with opportunities for organized sports, walking, playgrounds, picnicking, community events, and passive recreation. The Township's Parks and Recreation program specifically emphasizes preservation of open space and natural resources, along with recreational, social, cultural, and educational opportunities for residents of all ages.



Among the community's recreational assets is Spring Valley Park, a 47-acre park offering athletic fields and courts, playgrounds, picnic facilities, walking opportunities, and a traffic garden designed to help children learn bicycle and pedestrian safety.

William F. Maule Park at Windlestrae provides additional opportunities for organized sports, outdoor recreation, and community events.

The Township also offers family-oriented facilities such as Friendship Park and the Montgomery Township Community and Recreation Center, which provides fitness, indoor recreation, programs, and activities for residents of different ages.

Ultimately, Montgomery Township offers a combination of location, convenience, recreational opportunity, open space, strong community amenities, and suburban quality of life. Residents can enjoy the advantages of living near one of the nation's major metropolitan areas while remaining close to parks, neighborhoods, schools, shopping, restaurants, and community facilities.



This balance, together with an emphasis on maintaining public spaces and providing programs for families, children, adults, and older residents helps make Montgomery Township a welcoming and attractive community in which to live, work, and raise a family.

***Join us and be part of this dynamic community!***





## The Position

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The Montgomery Township Fire Chief is responsible for directing and coordinating the Township's fire protection, emergency management, technical rescue, EMS first response, and Fire Marshal functions. The Fire Chief provides technical and administrative leadership for all services provided and is responsible for the protection of life and property through the effective management of all departmental operations, programs, and personnel, including both career and volunteer members.

The Fire Chief is responsible for developing and implementing departmental policies, strategic and fiscal plans, staffing and workforce strategies, training programs, and operational procedures. The position provides overall direction and supervision of departmental activities, including personnel assignment, training, performance management, discipline, and professional development, while ensuring the efficient and effective delivery of fire and emergency services.

The Fire Chief oversees programs designed to prevent fires, protect life and property, promote community risk reduction, and educate the public regarding fire and life safety. The position is also responsible for the Township's emergency management activities, including preparedness, response, recovery, and mitigation efforts.

The Fire Chief serves as the Township's principal executive responsible for Fire Services and provides general supervision and direction over all departmental employees and members. The position fulfills these responsibilities in accordance with applicable Township ordinances, policies, and collective bargaining agreement.



Montgomery Township is governed by a five-member Board of Supervisors, which serves as the Township's elected governing body and provides overall policy direction and leadership for the community. The Board establishes Township policies, adopts ordinances and resolutions, approves the annual budget, sets priorities for municipal services, and provides oversight of Township operations and long-term planning. The Board's responsibilities extend across the full range of municipal services, including fire and emergency services, police, public works, parks and recreation, planning and zoning, finance, human resources, emergency management, and economic and community development.

***The Fire Chief operates under the immediate supervision of the Township Manager and exercises general supervision over all department personnel and functions.***

## The Ideal Candidate

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The ideal candidate for this position will be a principled, humble leader who inspires trust, develops others (without regard to gender, race/ethnicity), communicates with honesty, values accuracy, exercises sound judgment, and consistently places the mission, the department, and the community above personal interests/ambitions.

Additionally, the Township is seeking a candidate with the following traits and characteristics:

- ❖ Possesses exceptional emotional intelligence and interpersonal skills.
- ❖ Has extensive experience operating in and managing a combination fire department system.
- ❖ Demonstrates integrity through honest, ethical decision-making, and consistency in both words and actions. Leads with transparency and earns credibility through accountability.
- ❖ Has strong communication skills and a record of bridging gaps between career shifts, volunteer and career staff, and internal departments.
- ❖ Can restore trust and has the ability to rebuild confidence among career personnel, volunteers, Township leadership, and the community through fairness, transparency, accuracy, consistency, and follow-through. Understands that trust is earned through actions over time.
- ❖ Exercises sound judgement through thoughtful, well-informed decision-making. Carefully evaluates information, seeks diverse perspectives, and makes decisions based on facts rather than assumptions, personal beliefs, or emotion.
- ❖ Has extensive experience working in and managing a collective bargaining unit.
- ❖ Demonstrates humility through leading with confidence rather than ego. Welcomes feedback, acknowledges mistakes, shares credit, and places the success of the department above personal recognition.
- ❖ Has a record of managing and implementing organizational change through consensus building with all stakeholders.
- ❖ Has demonstrated fiscal and administrative proficiency.
- ❖ Is a servant leader who views leadership as an opportunity to support, mentor, and develop others. Creates an environment where people feel valued, safe, respected, and empowered to succeed.
- ❖ Has demonstrated experience in Emergency Management.
- ❖ Can balance volunteer traditions with professionalization efforts.
- ❖ Can effectively partner with the Township Manager and the Board of Supervisors.

## Position Requirements

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The minimum requirements for the position established by the Township include:

- ❖ Four-Year Degree in Fire Administration, Public Administration, or a closely related field and ten (10) years of progressively responsible experience in fire department operations, with at least five (5) years in a command level leadership position (e.g. Battalion Chief, Division Chief, Deputy Chief, Assistant Chief or above).
- ❖ Previous experience as a Fire Marshal.
- ❖ NFPA 1001 Firefighter I and II; Hazardous Materials Operations; NFPA 1041 Fire Services Instructor I; NFPA 1021 Officer III; NIMS 100, 200, 300, 400, 700, 800.
  - ✓ Pro-Board and IFSAC equivalent certifications are eligible. The Commonwealth of Pennsylvania has a fire certification reciprocity system. Certification reciprocity must be accomplished within twelve (12) months.
- ❖ NFPA 1031 Fire Inspector certification; NFPA 1033 Fire Investigator certification.
- ❖ Current and valid Commonwealth of Pennsylvania driver's license (or ability to obtain).
- ❖ Extensive experience working at all levels within a combination career and volunteer fire-rescue system.
- ❖ Extensive experience working with collective bargaining units.
- ❖ Successful completion of pre-employment background checks, pre-employment physical, assessments, or tests, as applicable, required.

## Preferred Education and Experience

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- ❖ Master's Degree in Public Administration, Fire Administration or a closely related field.
- ❖ Chief Fire Officer credential through The Center for Public Safety Excellence.
- ❖ Graduate of the National Fire Academy Executive Officer Program.
- ❖ NFPA 1030, Credentialed Fire Plan Examiner (***ability to obtain within 12 months of appointment***).
- ❖ Current PEMA Local Level Emergency Management Certification (***ability to obtain within 12 months of appointment***).

## Additional Position Requirements

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### ❖ Knowledge of:

- ✓ Modern fire suppression and prevention principles, practices, procedures, regulations, equipment, and techniques used in firefighting or disaster control.
- ✓ Public administration, accounting principles, fiscal management, budget preparation, expenditure control, records keeping and public relations.
- ✓ Management and supervisory principles and practices.
- ✓ Applicable laws, ordinances, standard fire department operating procedures, and regulations.
- ✓ Current and proposed legislation and laws of the local, state, and federal governments that affect Fire Services.
- ✓ HazMat Operations, laws, emergency management, and Incident Command structure, including NIMS.
- ✓ Emergency management & EMS best practices and requirements.

### ❖ Special Abilities

- ✓ Planning, organizing, and directing assigned functions.
  - ✓ Communicating effectively with peers, subordinates, the general public, elected officials and law enforcement.
  - ✓ Establishing and maintaining positive professional and interpersonal relationships between paid and volunteer firefighters.
  - ✓ Establishing and maintaining effective working relationships with subordinates, other employees, volunteers, elected officials and the general public.
  - ✓ Communicating effectively (oral and written) with individuals and groups regarding sensitive issues, complex issues, or regulations.
  - ✓ Must pass a medical examination.
- ❖ The selected candidate must also meet all of the essential job functions, job standards, and physical demands of the position as outlined in the position job description while employed by the Township.

***An exciting Fire Chief opportunity awaits the right candidate in  
Montgomery Township, PA***





## Compensation, Benefits, and Recruitment Information

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### Hiring Range

The established hiring range for this recruitment is: \$140,000-\$155,000.

Montgomery Township offers an excellent benefits package which includes comprehensive medical, prescription, dental and vision plans, a 401-pension plan (Township contributes 8% and employee contributes 4%), an employee optional 457 voluntary retirement fund, and life insurance. Additional benefits include short- and long-term disability, bereavement, vacation, sick, and personal leave, as well as Township approved holidays.

### Key Recruitment Dates and Information

This is an open recruitment process.

Initial reviews of resumes will occur the week of September 7, 2026.

The recruitment will close on September 14, 2026, at 5:00 pm eastern time.

Submission materials to include a letter of interest and resume or questions should be forwarded to:

The Center for Public Safety Management, LLC

Joe Pozzo, Senior Manager for Fire and EMS at [jpozzo@cpsm.us](mailto:jpozzo@cpsm.us)

**The hiring process may include Initial Screening of Applications, First Round**

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Center for Public Safety Management, LLC

