



MT. LEBANON  
PENNSYLVANIA



# FIRE CHIEF

EXECUTIVE RECRUITMENT





**Mt. Lebanon, PA** (population **34,075**) a suburban Pittsburgh community of six square miles, is seeking an experienced, progressive fire professional to serve as Fire Chief. The department has **18 full-time employees** and approximately **50 volunteers** with an operating budget of approximately **\$3,798,230**. The department is one of 311 Accredited Agencies in the United States and Canada. The department was originally accredited in 2012 and re-accredited in 2017 and 2022. The department is one of 498 ISO Class 1 Fire Departments in the United States. The current Chief retired in 2024 after 25 years in the department, with 18 years as chief.

## GOVERNMENT

The Municipality of Mt. Lebanon is a bustling and family-oriented suburb located seven miles south of Pittsburgh. The municipality is known for its proactive approach to municipal service delivery and holds an Aa2 bond rating from Standard and Poor's, a testament to the municipality's sound financial management. Incorporated in 1912 as Mount Lebanon Township, Mt. Lebanon is now a municipality with home rule status in Allegheny County, PA. The municipality operates under the Commission-Manager form of government with the municipal manager having oversight for daily operations. The municipality employs approximately 160 people full time in five departments and five staff offices with a total approved 2024 budget of \$65.5 million.

## 2023 BY THE NUMBERS

**2,214**

CALLS FOR SERVICE

**362**

OF THOSE CALLS WERE EMS

**23**

BUILDING FIRES

ESTIMATED FIRE LOSS:

**\$325,537**

OR \$9.58 PER CAPITA

**1,600**

INSPECTIONS

**404**

SCHOOL CLASSES TAUGHT

**\$3,798,230**

ANNUAL BUDGET



# COMMUNITY

Mt. Lebanon is known for its excellent schools, well-maintained infrastructure, vibrant commercial districts, beautiful residential areas and numerous recreational opportunities. Mt. Lebanon enjoys the tranquility of a suburban community with easy access to larger retail markets and employment centers. The community offers a variety of housing options and seeks to develop more housing options in the future. Mt. Lebanon's livelihood has, and will continue to be, tied to its mobility, which includes both bussing and light rail options, as well as a culture of walkability with most streets having sidewalks. Residents have easy access to the City of Pittsburgh and many other communities in the region. Mt. Lebanon is the only first-ring suburb in the Pittsburgh region that offers its residents such an array and extent of options for mobility. The position **REQUIRES** Mt. Lebanon residency within twelve months of appointment.

Mt. Lebanon boasts a strong focus on education, with a highly educated population and some of the best public schools in the region. The district has seven elementary schools (K-5), two middle schools (grades 6-8) and Mt. Lebanon High School serving grades 9-12. The Mt. Lebanon school district is a walking district and buses are not provided. Keystone Oaks High School is in Mt. Lebanon, serving the youth of adjacent communities of Green Tree, Dormont and Castle Shannon. Seton La Salle High School, a Diocese of Pittsburgh school, also is physically located in Mt. Lebanon. St. Michael the Archangel Parish offers private schooling in its place of worship on Washington Road. The South Hills Catholic Academy is located on the St. Paul of the Cross Parish property. The Mt. Lebanon Montessori School is located on the Bower Hill Community Church property.





# COMMUNITY

Mt. Lebanon provides many recreational opportunities for residents. Fifteen parks are scattered over 200 acres throughout the community. In addition to parks, we have an Olympic size swimming pool open in summer, and a regulation size ice rink and recreation building adjacent to Mt. Lebanon Park on Cedar Boulevard. Mt. Lebanon also boasts one of the oldest public golf courses in western Pennsylvania and has several tennis and basketball courts, which are open year-round. Other recreational facilities include a sand volleyball court, bocce courts, platform tennis, many picnic pavilions and eight children's playgrounds. Mt. Lebanon is consistently ranked as one of the best communities in the region and country in which to live and raise a family. The community has also received some of the highest rankings as one of the safest cities in the Pittsburgh area, the state of Pennsylvania and the United States. Additional information about Mt. Lebanon is available at [www.mtlebanon.org](http://www.mtlebanon.org).





# THE MT. LEBANON FIRE DEPARTMENT

## MISSION STATEMENT

The mission of the Mt. Lebanon Fire Department is to serve and safeguard our diverse community through the delivery of professional, efficient, and effective services protecting life, property and the environment.

## VISION STATEMENT

It is our vision to be leaders in delivering the highest quality and cost-effective prevention, education and emergency services.

## ABOUT US

The Mt. Lebanon Fire Department is an all-hazards, all risk, fire, rescue and emergency services agency comprised of 18 full-time employees, approximately 50 volunteers and two civilian staff. While emergency response is at the core of the mission, the department expends a lot of time and resources on the reduction of risks. Through strict adherence to and enforcement of the community's building and fire prevention codes and the delivery of enhanced life safety education programs that target specific risk and risk audiences, the department's primary goal is to eliminate and/or reduce the impact of fire and other emergency events.

In addition to its accreditation and ISO Class 1 rating, the department is licensed as a Quick Response Service by the Pennsylvania Department of Health. It is certified "Advanced" in the Pennsylvania Department of Health's Pediatric Voluntary Recognition Program. And the department is one of 42 in the Commonwealth to be certified to the GOLD level in the Office of the State Fire Commissioner's Participating Department Recognition Program.

Mt. Lebanon participates in mutual aid with many neighboring communities and the department is considered a regional leader in best practices. Mt. Lebanon often leads joint training exercises and expect that to expand with the installation of the new, state-of-the-art fire training facility in 2025.



Pictured above is Mt. Lebanon's new training facility, now under construction. The training facility will be constructed of five 40-foot-by-10-foot-by-8-foot containers and one container half that size.



**WELLNESS CENTER**



**TRAINING ROOM**



**KITCHEN**



# MT. LEBANON'S NEXT CHIEF

## Candidates must:

- Have a clear understanding of modern fire and rescue operations, procedures, records, and functions; and a clear understanding of all municipal policies and ordinances affecting fire department operations.
- Have strong communications skills.
- Have a clear understanding of fire hiring specifications and in-service training techniques.
- Be a good team leader.
- Have knowledge of budgeting and financial management practices.
- Have knowledge of emergency management systems.

## PRIMARY RESPONSIBILITIES

This is a major administrative position with responsibility for the protection of lives and property in the municipality through the supervision of all fire protection and rescue activities. Responsibilities of the Mt. Lebanon Fire Department Chief include efficient operation of the department, enforcement of laws and ordinances related to fire protection/prevention, development of department policy, development and control of the departmental budget, development and submission of capital plan, personnel related activities (including recruitment, assignment, supervision, discipline and training), directing emergency management operations, and recruiting members for volunteer organization. The Mt. Lebanon Fire Department is an accredited department through the Commission on Fire Accreditation International (CFAI). The fire department chief will be expected to oversee the accreditation process and ensure the department continues to receive the designation. The position requires dedication to the highest level of customer/public service, strong communication skills, ability to analyze and improve business processes including use of performance measures, and the ability to work in a team atmosphere. The position reports directly to the municipal manager within the Commission-Manager form of government.

## EXAMPLES OF WORK

- Formulates and describes work methods and procedures to be followed by members of the department; appraises work conditions and departmental effectiveness and takes necessary steps to improve fire operations
- Supervises the control and expenditure of departmental appropriations and submits the annual and capital budgets for the department
- Responsible for hiring personnel per civil service rules and regulations and addressing disciplinary actions.
- Establishes screening, tests, and interview procedures for the selection of appointees to the department
- Establish mutual aid arrangements with area fire departments
- Works with police and inspections departments and emergency medical service on areas of common interest





# QUALIFICATIONS

Bachelor's degree in fire science, public administration, business administration or related field required; master's degree in related field preferred. Minimum of 10 years progressively responsible experience in a fire department with at least five years at a platoon chief or higher level. We prefer experience with a combination department, as well as experience working with other communities to provide mutual aid or shared services. A history of successful collective bargaining experience, including working with unionized personnel and organizations, is also preferred.

## ADDITIONAL PREFERRED EDUCATION AND TRAINING:

Graduate of the National Fire Academy's Executive Fire Officer Program; Credentialed Chief Fire Officer through the Commission on Professional Credentialing; and, IFSAC "Blue Card" Command Certification.

## SALARY AND BENEFITS

The position offers a highly competitive salary, with a range of \$127,930-\$140,405, depending upon qualifications. The Municipality of Mt. Lebanon offers a comprehensive benefits package including exceptional health, dental and vision insurance, paid time off, group life insurance, participation in a defined benefit pension plan and more.



**REQUIRES MT. LEBANON RESIDENCY WITHIN TWELVE MONTHS OF APPOINTMENT.**

Mt. Lebanon is an Equal Employment Opportunity (EEO) and values diversity at all levels of the workforce.

Well qualified individuals are invited to apply by submitting a resume and cover letter using: [recruitment@mrigov.com](mailto:recruitment@mrigov.com). Applications will be accepted through **December 9, 2024**. A position profile, job description and additional information relating to this opportunity has been posted at [www.mrigov.com/career](http://www.mrigov.com/career).

## ADDITIONAL INFORMATION

Mt. Lebanon Comprehensive Plan: [www.mtlebanon.org/comprehensiveplan](http://www.mtlebanon.org/comprehensiveplan)

Mt. Lebanon Fire: [www.mtlebanon.org/fire](http://www.mtlebanon.org/fire)

Life in Mt. Lebanon: [www.lebomag.com](http://www.lebomag.com)

Mt. Lebanon School District: [www.mtlsd.net](http://www.mtlsd.net)

[www.zillow.com/mount-lebanon-pittsburgh-pa](http://www.zillow.com/mount-lebanon-pittsburgh-pa)