

THE CITY OF
CUMBERLAND, MARYLAND



INVITES YOUR INTEREST IN THE POSITION

Fire Chief



ABOUT THE CANDIDATE AND POSITION

GENERAL DESCRIPTION OF WORK

Responsible for directing and coordinating the provision of Fire Fighting, Fire Protection, Emergency Management, EMS services, and Fire Marshall services to the City of Cumberland. This position performs technical and administrative work involving the protection of life and property and the supervision and direction of all fire and EMS services within a full-time career department. This position involves policy development, fiscal planning, and human resource and labor relations planning. Work involves the efficient operation of Fire and EMS Services through the general control of all departmental activities, including training, assignment, supervision, and discipline of all departmental employees. Responsible for the establishment of programs to prevent fires, protect life and property and to educate the public on matters of fire safety. This position also is responsible for all EMS, emergency management activities, and fire investigations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern fire and EMS service/operation methods, techniques, procedures and concepts. Knowledge of governmental administrative procedures and practices including budgeting, purchasing and policy formulation. Knowledge of human resource management practices such as training, delegation, discipline, etc. Knowledge of local, state and federal laws, rules, regulations and codes relating to fire suppression and prevention and emergency response activities. Skill in information analysis and problem solving in order to access large amounts of information and formulate decisions. Skill in leadership and management techniques in order to coordinate the diversified activities of a large group of individuals towards the achievement of common goals. Skill in organization and prioritizing work. Skill in the use of computer hardware and applicable computer software. Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.

The Chief of the Fire Department shall be appointed by the City Council, and he shall have charge, under the City Administrator of the fire department of the city, subject always to orders and direction of the City Administrator (Section 7.23, Code of the City of Cumberland).

General supervision over all departmental employees and members of Fire Services Department, and all functions in accordance with Chapter 7 of the Code of the City of Cumberland, Maryland.

ABOUT THE CANDIDATE AND POSITION

ESSENTIAL TASKS

Tasks listed are intended only as examples of the various types of work performed. The omission of other duties does not exclude them from the position if the work is similar, related or a specific assignment for the position.

- Develops and implements operating policies and procedures with Deputy Fire Chief, Battalion Chiefs and other department staff to accomplish departmental goals and objectives. Administers the daily functions and requirements of the department. Prioritizes activities, assigns personnel, oversees progress and insures timeliness and quality of work.
- Assumes command role during significant emergency situations. Commands tactical forces and placement of equipment
- Enforces department rules and regulations, policies, procedures and regulations. Enforces City Fire Codes and Ordinances and State fire Laws.
- Develops, recommends and monitors the department budget. Conducts need assessments, analyzing future needs and making determinations regarding the necessary resources to accomplish departmental goals and meet community needs.

- Develops and implements written procedures and policies to comply with National Fire Protection Codes (NFPA) regarding safety for department personnel.
- Develops specifications for equipment. Oversees building projects, technical construction and design variables.
- Performs public relations by addressing local service clubs, organizations, schools, churches, etc. on fire prevention and activities of the Fire Department.
- Performs related work as required.

EDUCATION AND EXPERIENCE

Four-year degree in Fire Administration or related field, or a minimum of 10 years of management experience within a full-time career department, or any equivalent combination of education and experience required. Master's degree and/or graduate of the National Fire Academy's Executive Fire Officer Program preferred.

Minimum five (5) years of command experience in a full-time career department.

Possession of a valid Maryland driver's license.

Current Emergency Medical Technician Licensure.

Current Hazardous Materials Certification.

Current Firefighter 1 & 2 National Certification.

Current Fire Officer 3 National Certification.

ABOUT THE CANDIDATE AND POSITION

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, electronic mail and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to lift up to 50 lbs.

SPECIAL REQUIREMENTS

Must maintain a valid driver's license which has no restriction affecting the employee's ability to perform the job and that meets the insurability requirements of the City's insurance carrier during the entire time the employee is employed by the City.

Must pass a criminal background check.

APPLICATIONS

A cover letter, resume and any supporting documentation must be submitted electronically with the subject line **Fire Chief** to April Howser, Human Resources Officer, april.howser@cumberlandmd.gov. starting Friday, March 6, 2026 until 3:00 p.m. on Friday, April 3, 2026. Resumes will be reviewed on a rolling basis. To ask additional questions, receive a copy of the recruitment brochure, or provide additional information, please contact: Ms. April Howser, Human Resources Officer (301) 759-6415 or april.howser@cumberlandmd.gov.

PRE-EMPLOYMENT REQUIREMENTS:

The following requirements must be met prior to employment:

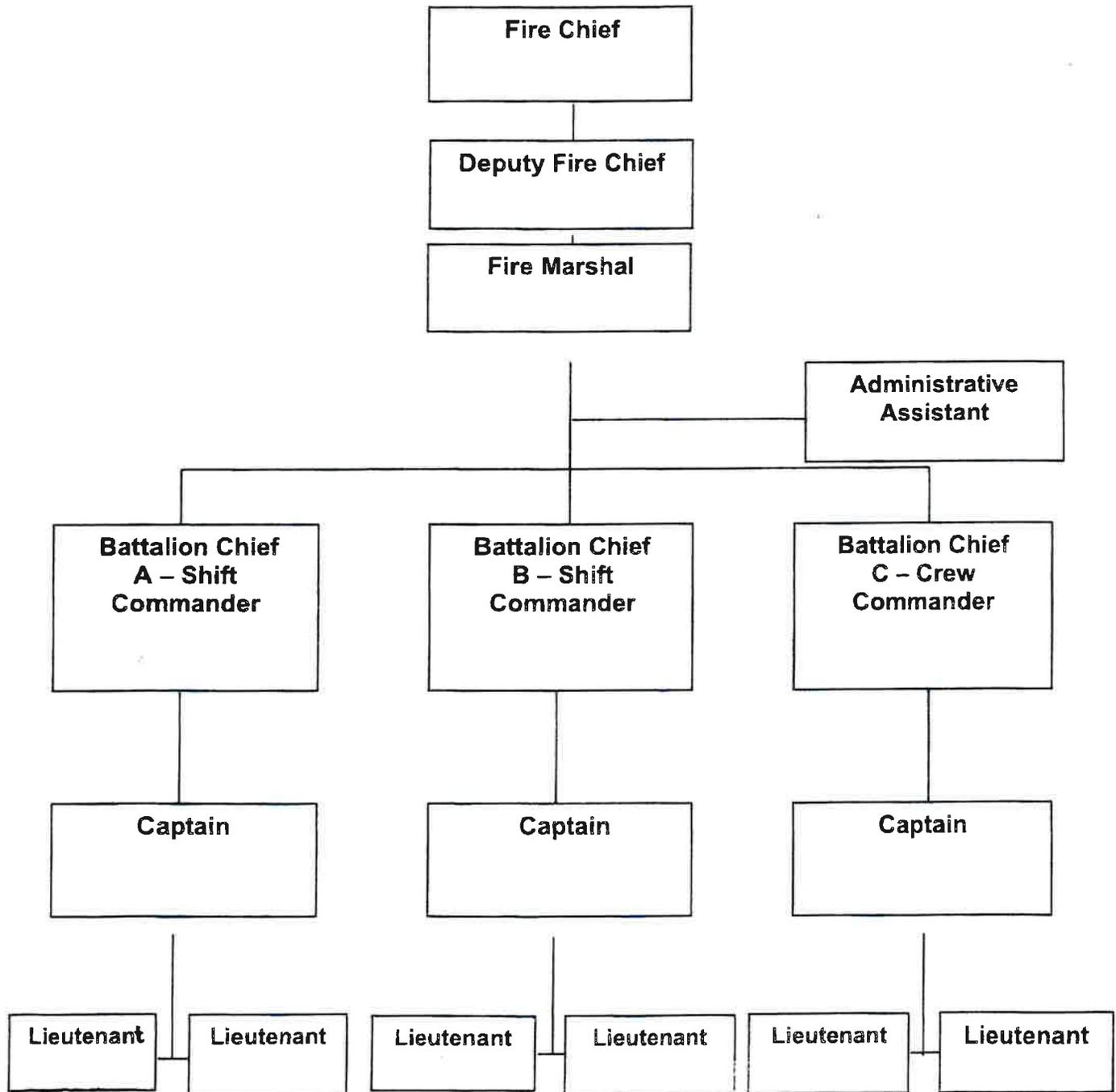
1. Successful completion of required selection process.
2. Successful completion of a reference and background check standard for Fire Officers in Maryland and the City of Cumberland, including criminal history.
3. Successful completion of a physical, paid for by the City.

SALARY

\$95,000-135,000 per year.

Attractive comprehensive benefit package.

City of Cumberland Fire Department Organizational Chart



City of Cumberland Fire Department

Operational Overview

I. Department Overview

The Cumberland Fire Department (CFD) provides fire suppression, emergency medical response, ambulance transport, fire prevention, public education, fire investigation, and specialized rescue services to the City of Cumberland and surrounding mutual aid jurisdictions. CFD operates from two stations and provides 24/7 emergency response coverage utilizing a three-shift platoon system.

2. Staffing

Command Staff

- . 1 Fire Chief
- . 1 Deputy Fire Chief
- . 1 Fire Marshal
- . 1 Administrative Assistant

Shift Personnel (Per Shift)

- . 1 Battalion Chief (Shift Commander)
- . 1 Captain
- . 2 Lieutenants
- . 4 Equipment Operators
- . 11 Firefighters

Total Operational Staffing (All Shifts)

- . 3 Battalion Chiefs
- . 3 Captains
- . 6 Lieutenants
- . 12 Equipment Operators
- . 33 Firefighters

City of Cumberland Fire Department

Operational Overview

3. Stations & Apparatus

Station I - Headquarters (Opened in 1978)

Typical apparatus assigned:

- . Engine 1
- . Truck 1
- . Command Unit 1
- . Rescue 1
- . 3 Ambulances (342,344,345)
- . Reserve Engine 1-3

Station 2 - South End (Opened in 1926)

Typical apparatus assigned:

- . Engine 1-2
- . Reserve Ambulance (343)

4. Specialty Programs & Capabilities

CFD maintains or participates in the following specialty functions:

- . Fire Investigation (Fire Marshal's Office)
- . Technical Rescue, including: Confined Space, Water, Rope
- . Hazardous Materials response (Operations & Technician level capability)
- . Public Fire Education and Community Risk Reduction

5. Personnel Shift Allotment

CFD operates on a three-platoon shift system:

- . A Crew
- . B Crew
- . C Crew

When possible, each crew maintains identical staffing levels to ensure operational consistency and minimum daily staffing.

Minimum daily staffing target: 12 personnel

City of Cumberland Fire Department

Operational Overview

6. Response Statistics

2025 Call Volume Statistics Total Responses: 8,005.

Average Daily Call Volume: Approximately 22 calls per day

. Fire Responses: 1,881 (23.5%)

. Ambulance/EMS Responses: 6,124 (76.5%)

RECRUITMENT PROFILE

The Recruitment Profile provides background information on the community and the City of Cumberland and outlines factors of qualification and experience identified as desirable for candidates for the Chief of Fire.

Importantly, the Profile will be used as a guide in the recruitment process, providing specific criteria by which resumes will be screened and individuals selected for final interview and appointment consideration.

All inquiries relating to recruitment and selection process for the Chief of Fire position are to be directed to the attention of the Human Resources Department.

City of Cumberland
April S. Howser, Human Resources Officer
301-759-6415
april.howser@cumberlandmd.gov
Closing Date:

COMMUNITY BACKGROUND

Cumberland, a small city nestled in the Allegheny Mountains of Western Maryland, is located a short 130 miles from Washington, D.C. and Baltimore, MD, and 100 miles from Pittsburgh, PA. The city is situated conveniently close to urban meccas, yet far enough away to provide a different quality of life. Cumberland's mountains provide a beautiful backdrop to a city of just over 19,000 that is known for its late 19th to early 20th century architecture, as well as for its extensive transportation history. Although Cumberland still serves as a major rail hub for the CSX rail line, it is perhaps more widely recognized as a terminal for the Western Maryland Scenic Railroad, a tourist attraction that provides train enthusiasts a trip up a mountain on a real steam engine or a vintage diesel.

The City has made many recent improvements, both physically and aesthetically, that have contributed to a renewed spirit in the area. The recent revitalization of the downtown has created a charming and successful business and shopping atmosphere that lends itself to community-oriented activities. Many year-round events are held on

the mall as well as throughout the city, and our Arts & Entertainment District and Historic District provide wonderful cultural experiences from season to season. Recreational opportunities are also abundant for city residents at the Constitution Park, the Eugene Mason Sports Complex, and the C&O Canal towpath, just to name a few.

Providing a safe atmosphere for residents is a priority, and the city's police and fire departments work diligently to ensure each family is well protected and has ready access to their services should the need arise. Cumberland has both public and private schools that maintain high academic standards and school personnel work closely with the city's police force to ensure that our children have a safe, calm place in which to learn. Affordable housing and the convenience of living where you work also provides a quality of life that is to come by these days.

As visitors travel into town from Interstate 68, they are often struck by the beauty of the city's church steeples, many of which sit atop small hilltops and are illuminated at night. Cumberland's beauty is indicative of the spirit of our community and we welcome all who wish to experience the best of our small-town life.

City Government

Cumberland is governed by the council-manager form of government. A mayor and four members of council are elected at large for four-year terms of office and serve as the policy making body for the City. The elected Mayor and City Council select and appoint the City Solicitor, City Clerk and City Administrator.

The City Administrator acts as the Chief Executive Officer of the City and the current administrator has served in Cumberland for nearly five years.