

## ***Guideline - 4***

### **Title – Job Description – Fire Chief of the Department**

Reports to: Township Board

Positions supervised: All officers and members

Employment status: Full-time salaried

#### **Broad Statement of Responsibilities:**

Responsible for overseeing administration and all functions related to fire and emergency services provided by the Whitewater Township Fire Department. Responsible for the supervision, evaluation, discipline, and recommending hiring and discharge of all subordinate members of the fire department. Represents the fire department as the sole spokesperson with the media, various local and state committees, and community groups.

#### **Specific Duties and Responsibilities:**

1. Plans, develops and oversees administrative direction of the fire department to ensure safe and efficient operation in carrying out services as determined by the Township Board; establishes standards for performance and safety; ensures that qualified personnel are trained and properly supervised to fulfill overall responsibilities of the department.
2. Oversees and administers fire department activities and functions, including recruiting firefighters to ensure the availability of appropriate firefighters on the staff; ensure firefighting force has been provided with appropriate equipment, training, supervision and support to serve the township at the highest possible level.
3. In conjunction with the township supervisor, prepares an annual budget for Township Board approval and administers the fire department's annual budget; monitors budget to ensure adherence to budgetary control, oversees personnel administration function within the department, including reviewing time sheets/run sheets.
4. Develops long-range plans for maintaining effective operations of the department; researches, evaluates and recommends acquisition of facilities, firefighting equipment and supplies; reviews vendors' invoices and other bills for purchases of supplies and equipment; oversees organization, development and scheduling of effective training programs for firefighters.
5. Responds to fire and medical/rescue calls as necessary and assumes scene command when appropriate.
6. Conducts and/or participates in various department and township meetings; also represents township on various fire chief/fire department committees at state and local level.
7. Represents fire department in meeting the public and public speaking engagements.
8. Attends special technical training sessions to maintain and/or enhance knowledge of firefighting techniques, methodologies, and management skills.
9. Oversees maintenance of site and pre-incident planning files; reviews building plans prior to new construction as necessary; directs investigations into causes of fires.
10. Supports the zoning ordinance official, responds to complaints and issues appropriate

- notices to property owners; follows up regarding complaint disposition as necessary.
11. Performs other duties and responsibilities as directed by the Township Board.

The above is intended to describe the general content of requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

**Knowledge, Skills & Abilities:**

1. Associate's degree, with 10 years of responsibility in fire suppression, prevention, training, and administration; knowledge of state laws relative to labor, haz-mat, ordinances, codes, and modern firefighting techniques and methods.
2. Strong interpersonal skills to deal effectively with subordinates, township personnel at all levels, vendors, representatives from various professional organizations, and the general public.
3. Organizational, managerial, administrative and leadership skills required; ability to secure and maintain state certifications, knowledge of National Fire Protection Association (NFPA) code, Building Officials Code (BOCA), and ordinances associated with areas of enforcement responsibility; ability to command firefighters and equipment in emergency situations.
4. Ability to work in all weather conditions and occasionally in extremely hazardous conditions; must be able to climb ladders and work effectively at scene of emergency; valid driver's license required to travel about township and elsewhere in serving township; ability to operate a wide variety of firefighting equipment and apparatus; also requires manual dexterity to operate computers efficiently; occasionally requires lifting heavy fire/rescue equipment and supplies weighing 50 pounds or more.

**Required Qualifications/Certifications:**

- An associate's degree from an accredited college or university, with 10 years of responsibility in fire suppression, prevention, training, and administration; knowledge of state laws relative to labor, haz-mat, ordinances, codes, and modern firefighting techniques and methods.
- 10 years' tactical experience.
- Minimum of 3 to 5 years of command experience, attaining the position of captain or higher.
- Minimum of 3 to 5 years of fire service budget experience.
- Michigan Fire Fighters Training Council or national certification in all of the following:
  - Fire Fighter I & II
  - Hazard Material Operations
  - Fire Officer III
  - Emergency Vehicle Driver Training
  - Medical First Responder (EMT-B preferred)

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