

## **FIRE CHIEF**

Basic Function: The Fire Chief directs all operations of the fire department; conducts interviews; makes hiring recommendations; supervises all fire department personnel; and delegates or develops policies & procedures to ensure compliance with federal, state and local ordinances.

Supervision Received: The Fire Chief shall operate under the general supervision of the Township Manager.

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Plan and direct general supervision of departmental operations including but not limited to:
  - a. Making and reviewing all personnel assignments within the department.
  - b. Enforcing disciplinary policy and procedures.
  - c. Making recommendations for the appointment, promotion, and dismissal of fire department personnel.
  - d. Preparing and administering the departmental budget and maintaining expenditures within revenues provided.
  - e. Coordinating fire department activities with other municipal departments.
  - f. Supervising fire prevention activities.
  - g. Maintaining professional development by attending meetings, conferences, seminars, etc.
  - h. Recommending the purchase of new equipment and directing the drafting of specifications for the equipment.
  - i. Developing long term plans for improving and maintaining cost effective operations.
  - j. Responsible for delegation and/or completion of records and reports.
  - k. Supervising the maintenance, repair, improvement and replacement of firefighting equipment, radio equipment, and property of the fire department.
  - l. Supervising in house programs for the training of firefighting personnel in modern methods of firefighting and in use and care of equipment.
  - m. Ensuring that an incident command system is used at all emergency operations.
  - n. Authorizing the release of information to the press.
2. Supervise, and perform as needed, firefighting activities including but not limited to:
  - a. Driving fire apparatus.
  - b. Operating pumps and related equipment, laying hose, and performing fire containment, extinguishment, and overhaul tasks.
  - c. Supervise and perform emergency medical services.
3. Perform related work as required.

Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience.

1. A comprehensive knowledge of fire administration and management principles.
2. The ability to manage economically and efficiently.
3. The ability to plan and direct varied operations.
4. The ability to manage emergency situations.
5. The ability to work effectively with public officials, coworkers and the general public.
6. The ability to meet physical demands to successfully perform essential functions of this job:
  - a. The ability to sit, talk, hear, stand, walk, use hands and fingers, handle or operate objects, tools, or controls, and reach with hand and arms.
  - b. The ability to sit, climb, maintain balance, stoop, kneel, crouch, or crawl.
  - c. The ability to lift and/or move up to 25 pounds and occasionally lift and/or move in excess of 25 pounds.
  - d. Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
7. An equivalent combination of education and experience listed below may be considered:
  - a. Knowledge normally acquired through the completion of an Associate's Degree in Fire Science, with a Bachelor's Degree preferred; or an equivalent combination of education and related training and experience.
  - b. Five (5) years of experience in fire service, two (2) of which must be in a command position.
  - c. Completion of the Michigan Firefighters Training Council Firefighter I & II, Fire Officer III, Hazardous Materials Operations. Appropriate level of licensure to meet the department license for EMS. Paramedic preferred.

Working Conditions:

1. Work is primarily in an office environment. Work may need to be performed in a vehicle, outdoor settings, in all weather conditions, including temperature extremes, during day and night.
2. Work is often performed in emergency situations, and may expose the employee to loud noises and hazards including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
3. The employee may face potential exposure to bloodborne pathogen and communicable diseases while rendering emergency medical services.
4. Work can involve strenuous physical tasks during emergency, training, or station activities for prolonged periods of time under conditions of height, smoke and adverse weather.
5. The employee will occasionally work near moving mechanical parts, and in precarious places.