

**THE WHITE LAKE TOWNSHIP  
CIVIL SERVICE COMMISSION  
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR  
FIRE CHIEF**

**CURRENT SALARY**

\$84,739 to \$97,791

plus related benefits

**Announcement Date: April 25, 2019**

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**LAST DAY TO FILE APPLICATIONS:**

**May 30, 2019**

**12:00 Noon**

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Electronic Applications may be obtained from [www.whitelaketwp.com](http://www.whitelaketwp.com) or from the White Lake Township's Clerks Office at 7525 Highland Road, White Lake, MI 48383

All applications must be returned to the White Lake Township Clerk's Office,  
**For additional information call (248) 698-3300 Ext. 7**

## Job Description and Requirements

I. White Lake Township Fire Department Service Area/Facilities Description

White Lake Township is a community of 37 square miles and 30,000 residents located in Northwest Oakland County. The fire department consists of 16 career firefighters and 30 paid on call firefighters. It is headed by a Fire Chief who reports directly to the Township Supervisor.

II. Major Position Responsibilities

*Fire and Emergency*

- Respond to major incidents. Utilize the Incident Command System to direct all responses
- Oversee the development, implementation and maintenance of programs for prevention and suppression of fire, preservation of life and property, fire investigation, emergency medical and enforcement of fire codes and ordinances
- Coordinate and activate the Emergency Disaster Plan within the Township when needed
- Work effectively with staff, and local and federal emergency management officials
- Respond to inquiries, requests for assistance, concerns or complaints, regarding fire service and safety matters

III. Supervision and Personnel

- Lead, manage and direct programs, services, activities and personnel within the Fire Department including full-time and paid on-call staff
- Establish and administer policies, rules, and guidelines for the effective, efficient operation of Fire Department functions and personnel
- Work within Township policy and budget to provide appropriate service and staffing levels
- Lead, motivate, evaluate and ensure continual development of personnel, both full-time and paid on-call
- Full-time position – primarily Monday through Friday between 8:00 a.m. and 5:00 p.m. Flexibility in work schedule, including working evenings or weekends may be required

#### IV. Financial

- Develop the Fire Department annual budget and long term investment plan that includes prioritized financial objectives and strategies that meet present and future Fire Department needs
- Operate the Fire Department in a cost effective and sustainable manner
- Have a working knowledge to effectively prepare for and inform community members on the potential fire millages

#### V. Education and Training Requirements

*Position Requirements (Out of State Michigan Certification to be completed within six (6) months)*

- Graduation from an accredited college or university with a Bachelor Degree is preferred.
- Fifteen (15) years fire service experience with five (5) years in a supervisory position, and significant experience with full-time and paid on-call staff
- Certification of Michigan Fire Fighters Training Council (MFFTC) Fire Fighter I & II, Fire Officer I, II & III, Incident Command System and Hazardous Materials
- Graduation from National Fire Academy, School of Fire Staff and Command or similar leadership and management.
- Current Michigan Emergency Medical Technician License (EMT) preferred.
- Valid Professional BLS/CPR Certification
- FEMA: WMD Terrorism Awareness First Responder
- NIMS/FEMA required courses: IS-100, IS-200, GS-300, GS-400, IS-700
- Valid Michigan Driver Operator License with acceptable driving record

#### VI. Interested Candidate Response Process

Electronic applications may be found at [www.whitelaketwp.com](http://www.whitelaketwp.com)

All completed applications must be received by noon on May 31, 2019. Electronic applications are acceptable, but must be in PDF format. Send electronic applications to [cderocher@whitelaketwp.com](mailto:cderocher@whitelaketwp.com) with Fire Chief in the subject line. Applications should include:

- Cover letter stating job interest and brief background
- Completed application
- Resume
- All certifications and documents required must accompany application
- Full contact information including telephone, email, fax, and note if you have Skype capability if needed

#### VII. Hiring Requirements and Procedure

- Successfully complete a township physical examination, including drug screen and pulmonary function test
- A psychological examination will also be required.
- Applications will be received at the White Lake Township Clerk's Office. They will be reviewed by the Civil Service Commission.
- Number of applicants will be reduced up to the top ten as determined by the Civil Service Commission.
- The top ten candidates will be submitted for interviews by a panel of three to include a Fire Services Executive, Fire Chiefs and/or Public Safety Director.
- The top five candidates will be interviewed by the three member Civil Service Commission and an eligibility list will be created by the Civil Service Commission.
- The appointing authority will make the selection from the finalist on the eligibility list.
- White Lake Township is an equal opportunity employer.