

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

Announcement Date: March 20, 2025

CURRENT SALARY

\$102,219 - \$117,964 plus a comprehensive benefit plan including BCBS low-deductible health insurance plan, optical, dental and life insurance. A pension plan and township vehicle are also included.

LAST DAY TO FILE APPLICATIONS:

April 28, 2025

12:00 Noon

Electronic Applications may be obtained from <https://www.whitelaketwp.com/hr/page/township-employment-applications> .

All applications must be returned to the White Lake Township Supervisor's Office,
For additional information call (248) 698-3300 Ext. 223

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 three (3) fire stations, twenty-five (25) career members including the chief, fire marshal, executive secretary, and shift personnel. The department also employs three (3) part-time firefighters, and one (1) recruit. The emergency medical service provided to the community is advanced life support with transport capabilities.

Department Structure

- Fire Chief (reports directly to the Township Supervisor)
- Fire Marshal (Current Fire Code – 2021 IFC)
- Executive Secretary
- 3 Captains (divided between 3 shifts)
- 6 Sergeants (divided between 3 shifts)
- 13 firefighters (divided between 3 shifts)
- 3 Part-time firefighters (24 hour per month shift work required when eligible)
- 1 Recruit (to be moved to the part-time ranks upon completion of training)

II. Candidate Expectations

Strong leadership role with a vision of continued organizational success focused on long term improvement and committed to community risk reduction.

III. Major Position Responsibilities

Fire and Emergency

- Full-time position – primarily Monday through Friday between 8:00 a.m. and 5:00 p.m. Flexibility in work schedule, including the attendance of Township Board meetings when appropriate
- Respond to major incidents. Utilize the Incident Command System to direct all responses
- Oversee the development, implementation and maintenance of programs for prevention, suppression, emergency medical services, fire code enforcement/ordinances and fire investigation

- Coordinate the Township Emergency Operation Support Plan, and Multi-Jurisdictional Hazard Mitigation Plan as needed
- Work effectively with staff, township officials/board of trustees, township attorneys, State and Federal emergency management officials
- Respond to inquiries, requests for assistance, concerns or complaints, regarding fire service and safety matters

IV. Supervision and Personnel

- Lead, manage and direct programs, services, activities and personnel within the Fire Department
- 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 including the continued management and development of the ALS program.

V. 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

VI. 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's degree is preferred
- Fifteen (15) years fire service experience with five (5) years in a supervisory position
- Certification of Michigan Fire Fighters Training Council (MFFTC) Fire Fighter I & II, Fire Officer I, II & III
- Hazardous Materials Technician preferred
- Fire Staff and Command or similar leadership and management
- Michigan fire instructor I preferred
- Current Michigan Paramedic license
- Valid Professional BLS/CPR, ACLS Certification
- Certified Fire Inspector credentials preferred
- Cause and Origin experience preferred
- NIMS/FEMA required courses: 100, 200, 300, 400, 700 (see job description)
- Valid Michigan Driver Operator License with acceptable driving record
- Knowledge of Michigan SARA title III program

VII. Interested Candidate Response Process

Electronic applications and a complete job description may be found at <https://www.whitelaketwp.com/jobs> . All completed applications must be received by 4 p.m. April 28th. Electronic applications are acceptable but must be in PDF format. Send electronic applications to ppergament@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

VIII. 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 Supervisor'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.