

## **White Lake Township Fire Chief**

**Hiring Authority: Civil Service**

**Employment Relationship: At Will**

**Exempt**

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### **GENERAL RESPONSIBILITIES:**

The Fire Chief is responsible, under the general direction of the White Lake Township Supervisor, for the overall management of the Fire Department including inspections, all emergency management services and homeland security responsibilities as they relate to the fire service; planning, developing and directing a complete program of fire and emergency services in cooperation with the police services to protect the lives and property in the township; works in unison with the Police Department other department directors to coordinate efficient service to the community; ensures all fire service systems function optimally on a continuous, 24/7 basis; responsible for training for all department employees, as appropriate, to ensure that all functions of the department are utilized in a comprehensive manner to achieve service effectiveness.

The Fire Chief will be required to use initiative, discretion and specialized knowledge in the attainment of desired objectives. The Fire Chief will use strong analytical and problem-solving skills to identify and resolve a wide variety of problems that exist within a growing community and department to preserve the safety of the township. The position requires good communication skills and the ability to work as an effective team member.

The Fire Chief will ensure that the other fire command staff are aware of the various operations of the fire department to ensure the safety of the community is not compromised when the Fire Chief is away from the Township.

The Fire Chief is responsible for the management of a combined career and Paid on Call department to effectively service the community.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Provides leadership and motivation to command officers and subordinates; promote unity between all fire department personnel and Township personnel.
- Coordinates the overall development and identifies maintenance and facility needs of the Fire Department.
- Ensures that department policies, rules and regulations are followed by department personnel.
- Prepares preliminary budgets based on past experiences, present needs and future expectations; monitor expenses regularly throughout the year.
- Directs departmental activities on fires and coordinate firefighting activities with other departmental supervisory personnel when needed.
- Performs duties of a firefighter when required.
- Maintains a working knowledge of fire investigation, fire inspection principles, the International Fire Code (latest adopted edition by White Lake Township), and Advanced Life Support emergency medical services.

- Supervises activities and participate in the recruiting, hiring, training, counseling, evaluating and disciplining of all subordinate personnel.
- Responsible for communicating with the Supervisor all incidents and circumstances in the fire department.
- Investigates citizen complaints.
- Prepares administrative reports, as required.
- Reviews fire incident reports as needed.
- Assures that all firefighting equipment and vehicles are in good operational order; recommend purchases and prepares bid specifications for new equipment.
- Assists in planning the future growth of the fire department, considering the community, available resources and reflecting the philosophy of the Township Board in order to make recommendations for needed personnel, facilities and equipment.
- Complies with SARA Title III provisions and any other existing or future Federal or State mandates regarding hazardous materials; participate in emergency preparedness programs for the Township.
- Demonstrates regular, predictable and dependable attendance.
- Attends Township Board meetings and other meetings as required.
- Performs related duties as assigned.

The list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative and not all encompassing. The Township reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth.

**QUALIFICATIONS (Education and Experience):**

**REQUIRED:**

- A bachelor's degree in fire management, public administration, public safety/emergency management, fire science or related field is preferred.
- Certifications of Firefighter I and II, Paramedic- State of Michigan, Fire Officer I, II and III.
- Graduation from the National Fire Academy, School of Fire Staff and Command or similar leadership and management.
- Valid State of Michigan Vehicle Operator's License.
- Current Michigan paramedic license, ACLS, BLS certification.
- Certified fire inspector credentials preferred.
- Cause and Origin experience preferred.
- Hazardous materials technician preferred.
- Knowledge of Michigan SARA Title III program/on-line Tier II manger, and firefighter right to know.
- NIMS/FEMA required courses: ICS 100, 200, 300, 400, IS 700 (IS 700 to be obtained within one year of employment)

### **PREFERRED:**

- Fifteen (15) years minimum of fire service experience with five (5) years in a supervisory position.
- Michigan fire instructor I preferred

### **SKILLS AND SPECIFICATIONS:**

- Ability to deliver and receive information, directions, and commands within the scope of the position.
- Ability to work effectively with other local government agencies, emergency service providers, and the general public.
- Working knowledge of modern fire suppression techniques and, and Advanced Life Support skills.
- Ability to operate the following tools and equipment: fire apparatus, fire pumps, hoses, self-contained breathing apparatus and other standard firefighting equipment, ladders, medical equipment, mobile radio, phone, general office equipment and other equipment as deemed necessary.
- Knowledge in building construction, fire behavior and hazardous materials. Thorough knowledge of the principles, practices and techniques of modern fire science to establish and maintain effective fire ground operations.
- Knowledge of the principles, practices and techniques of modern fire science to establish and maintain effective fire protection and suppression services..
- Thorough knowledge of professional public management techniques involved in budgeting, personnel administration, labor relations and operations management.
- Thorough knowledge of State and Federal laws, local ordinances and other regulations.
- Ability to assess information, analyze data, prepare comprehensive and accurate reports, and formulate policy and service recommendations.
- Ability to effectively communicate ideas and make presentations in a public forum. Ability in using a wide variety of technical presentation equipment.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to maintain discipline; supervise staff through lower-level managers; lead and command employees effectively in standard and emergency conditions.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the media, the public, other employees and representative of other governmental units.
- Ability to critically assess situations; solve problems; work effectively under stress within deadlines and in emergency situations.
- Ability to travel to other locations.
- While residency is not required, although preferred, the employee must live within thirty (30) miles of the nearest boundary of the township.

## **WORKING CONDITIONS/ PHYSICAL DEMANDS:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential function, duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment can range from an office setting to highly dangerous fire-service related situations. Physical demands can range from sitting in an office or vehicle to the potentially enormous physical exertion associated with rescuing persons in emergency situations. The employee may be exposed to outside weather conditions, and potentially exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment ranges from quiet to moderate in the office to potentially loud in the field.

### **General Requirements and/or Disclaimers**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of an employee so classified.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.