

## **FIRE CHIEF**

### **NATURE OF WORK**

Performs highly responsible supervisory and administrative work in planning, organizing and directing all activities of the Fire Department and Building Division. Work involves responsibility for the administration and coordination of all Fire Department, Building Division and Ordinance Enforcement activities and establishment of departmental policies, procedures, and regulations including those pertaining to fire fighting and fire prevention operating standards, building inspections and ordinance enforcement activity within the limitation of laws, regulations, ordinances and policies from higher authority. Work is performed under administrative direction of the City Administrator and is reviewed primarily in the broad interest of insuring fire safety and prevention and building code enforcement for the City.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

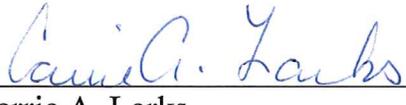
1. Plan and supervise the operation of the Fire Department and Building Division, coordinating all functions and activities.
2. Develop long-term plans for improving and maintaining effective operations.
3. Recommend policies to maintain effective controls for enforcing laws and ordinances, and to promote and insure better public safety from fire and dangerous buildings.
4. Issue orders to subordinate officers, firefighters and building inspectors for execution.
5. Supervise the assignment of personnel and equipment and the requisitioning of materials, supplies and equipment.
6. Prepare correspondence, records and reports.
7. Supervise the maintenance, repair and replacement of firefighting equipment, facilities and apparatus of the Fire Department and Building Division.
8. Direct programs on fire prevention and building safety, including inspection, investigation and the enforcement of Federal, State and local laws.
9. Respond to fire alarms; take command and direct operations at the scene of fires.
10. Make appearances before citizen groups to explain policies and activities of the department, and other matters of public concern.
11. Direct investigations into the causes of fires.
12. Evaluate work performance of departmental personnel and make recommendations for personnel actions.
13. Recommend policies and actions to City Administrator and confer regarding various practices and procedures.
14. Plan and oversee the recruitment and training of departmental personnel.
15. Participate in negotiations with employees and entities.
16. Develop and manage contracts with independent contract employees.
17. Attend Department, City and other meetings as assigned.
18. Perform related work as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE,  
SKILLS AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Thorough knowledge of firefighting/rescue/EMS strategy and tactics
- Ability to plan, assign and coordinate the work of a group of employees engaged in fire prevention, fire control, ordinance enforcement and building inspection activities.
- Thorough knowledge of the Unified Command System
- Considerable knowledge of municipal fire administration.
- Ability to prepare and maintain department budget.
- Experience in developing and modifying ordinances.
- Able to read and understand fire and building codes.
- Display problem solving ability in finding solutions to code compliance issued.
- Develop and produce reports of activities.
- Ability to maintain discipline, to lead and command personnel effectively under emergency firefighting conditions.
- Physically active.
- Initiative and resourcefulness in solving problems.
- Ability to work effectively with other city officials, and the general public.
- Ability to work effectively under stress.
- Possess skill in operating modern office computer equipment and software.
- Possession of a Bachelors Degree in fire science, management or related field from an accredited college or university is required, masters degree preferred.
- Ten years of experience in Fire Administration and emergency operations command.
- Extensive experience in firefighting work of a progressively responsible nature.
- Attainment of Federal NIMS requirements.
- Fire Officer III State certification
- Maintain Medical First Responder License (minimum).
- Maintain valid Michigan driver's license with good driving record.
- Completion of FFTC driver's course.
- State of Michigan Firefighter II certified.
- State of Michigan certified Fire Instructor.
- Excellent oral and written communications skills.
- National Fire Academy Executive Fire Officer certification desired.

Approval:

 4/15/13  
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Carrie A. Larks  
Director of Administrative Services

 4/15/13  
\_\_\_\_\_  
City Administrator  
Mark C. Meyers

 4/15/13  
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Mayor  
Gary Nelund

Fire Chief  
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