

Job Description – Fire Chief

Position Title: Fire Chief

UNDER THE GENERAL AUTHORITY OF THE COLDSPRINGS-EXCELSIOR TOWNSHIPS FIRE BOARD, THE CHIEF PLANS, ORGANIZES, DIRECTS AND ADMINISTERS ALL OPERATIONS OF THE FIRE DEPARTMENT, INCLUDING FIRE SUPPRESSION, RESCUE, FIRE INVESTIGATIONS, FIRE PREVENTION AND EMERGENCY MEDICAL SERVICES. MANAGES THE DEPARTMENT'S PERSONNEL, SUPPLIES, EQUIPMENT AND STRUCTURES. SERVES AT THE PLEASURE OF THE COLDSPRINGS-EXCELSIOR TOWNSHIIPS FIRE BOARD.

General Summary:

Directs activities and is responsible for ensuring adequate firefighting services, fire prevention, and emergency medical services throughout the designated coverage areas by performing the following duties personally or through volunteer subordinate supervisors. Provides leadership and administration for the delivery of fire and emergency medical services. This position requires hands on management style.

Essential Job Functions:

Shall manage all departmental activities; maintain direct and active interest in the affairs of the department at all times.

Responds to and provides professional services for emergency medical and fire calls.

Supervises the implementation of the Incident Command System. Functions as Incident Commander when necessary.

Recruits, trains and supervise all volunteers.

Interprets laws and regulations directly affecting the department.

Evaluates fire prevention, fire control policies and disaster response preparation by keeping abreast of new methods and technologies and conducting studies and evaluations of departmental operations.

Negotiates, coordinates and implements mutual fire protection plans with surrounding municipalities and service areas.

Ensures that necessary records, reports, correspondence and other documents are prepared and properly maintained.

Helps prepare and administer department budget.

Recommends purchases and capital budget items.

Monitors expenditures and observes Coldsprings-Excelsior volunteer fire and Rescue (CEVFR) fiscal policies and practices.

Confers with officials and community groups; conducts public relations campaigns to present need for changes in laws and policies and to encourage fire prevention awareness.

Investigates causes of fires and inspects buildings for fire hazards.

Serves as Emergency Manager for Coldsprings and Excelsior townships and contracted coverage areas including review and administration of the CEVFR emergency plan.

Performs other duties as assigned by the Coldsprings-Excelsior Fire Board.

Ensures compliance with federal regulations, Township ordinances, state statutes and environmental regulations to secure the safe and efficient operation of the department. Must be able to work weekends, holidays or evenings when necessary in order to accomplish the essential functions of the Position.

Equipment:

An employee in this position must be able to efficiently operate the following equipment: Fire apparatus ,related equipment, and a Variety of standard.

Scope of Responsibility:

Directly supervises all employees and volunteers in the fire and emergency medical services department.

Carries out supervisory responsibilities in accordance with the organization's policies and procedures and applicable laws.

Responsibilities include screening, interviewing and providing proper recommendations to the CEVFR board. Also, training employees/volunteers; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees/volunteers; addressing complaints and resolving problems.

Decision Making:

On a regular and continuous basis, exercises judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the functional area.

Authority:

Oversees all Volunteers and conducts annual performance evaluations.

Experience:

- Working knowledge of the organization, functions, policies, rules, methods and regulations.
- Working knowledge of fire suppression, prevention, emergency medical service principles, practices, apparatus and equipment.
- Must possess the ability to teach and train citizens and volunteers.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certification:

Seven years of related experience plus five (5) years command or supervisory firefighter experience which included responsibility for budgeting, and fiscal control or equivalent combination of education and related experience. Should have State of Michigan Fire Instructor Certification, Hazardous Materials First Responder (Operations) Certification and State of Michigan Firefighter I and II Certification. All three levels officer training recommended.

Language Skills:

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Must possess the ability to respond to common inquiries. Should possess the ability to write speeches and articles for publication. Must possess the ability to effectively present information to top management, public groups and/or board of directors.

Reasoning Ability:

Must possess the ability to define problems collecting data, established facts, and draw valid conclusions. Must possess the ability to interpret an extensive variety of technical instructions in mathematical or diagram form. Must possess the ability to assess situations, exercise sound judgment, and take appropriate action, remaining cognizant of the department's confidentiality requirement and the CEVFR public relations policy.

Public Relations:

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

Other Skills and Abilities:

Knowledge of: applicable codes, laws, statutes and ordinances; management and administrative techniques; principles of effective supervision; safe and effective operation, maintenance and repair of a wide variety of firefighting equipment and tools; emergency medical treatment and rescue techniques; and ability to interpret building construction plans.

Ability to safely and effectively commit and operate firefighting apparatus during a fire; thinking clearly and quickly during emergencies; establish and maintain cooperative relations with those contacted in the course of the work; analyze situations accurately and take prompt, effective action; comprehend written material, interpret and apply rules and instructions; learn operating policies and procedures; plan, direct and coordinate the work of others; work cooperatively with others and gain their respect and confidence; function with a high degree of independence; follow oral and written directions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is regularly required to use hands to handle or feel objects, tools or controls and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is regularly required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL CONSIDERATION: Certain trade areas within this job may require the use of a respirator. Such trade areas may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly works near moving mechanical parts; in high, precarious places; in outside weather conditions; in occupancies with explosives and hazardous material, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.

The noise level in the work environment is moderate to heavy.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Approved 1-18-2006

Board Member approved

Coldspring Excelsior Fire and Rescue
Standard Operating Policies
6565 County Road 612 NE
Kalkaska, MI 49646

Section 1.4

Approval Signatures

Fire Chief :

_____ Date: _____

Assistant Fire Chief:

_____ Date: _____

Coldsprings Twp Representative:

_____ Date: _____

Excelsior Twp Representative:

_____ Date: _____