

ARMADA TOWNSHIP FIRE CHIEF

JOB SUMMARY

The Fire Chief is responsible for planning, organizing, directing and implementing fire prevention, fire suppression and emergency medical service activities of the Armada Township Fire Department. The Fire Chief shall create short and long term strategic goals that comply with all federal, state, county and local laws, codes and ordinances. The Fire Chief shall ensure that personnel, equipment and apparatus are trained and prepared to save lives and preserve property in a safe and efficient manner. The Armada Township Fire Department currently has 6 full-time firefighters/Paramedics, 18 paid-on-call firefighters and Medics with an annual budget of \$900,000.00.

DUTIES AND RESPONSIBILITIES

- Direct and supervise the activities of division heads and other supervisors.
- Direct the planning of in-service training programs and maintain training records.
- Determine the assignment and use of personnel and equipment.
- Assume command during natural and man-made emergencies as required.
- Oversee the hiring, supervision, training, evaluation and discipline of all department employees.
- Formulate and revise department policy, procedures, rules and regulations.
- Ensure reporting systems are in place to evaluate all department activities.
- Resolve grievances, maintain departmental discipline and the conduct and general behavior of assigned personnel; determine commendatory action.
- Direct investigations into cases of misconduct involving department personnel.
- Complete all required local, county, state, and federal reports.
- Formulate programs or policies to alleviate deficiencies.
- Control the expenditure of departmental appropriations.
- Recommend and control annual budget of approximately \$900,000.00, including wages, facilities, equipment training and other expenses.
- Direct the purchase and replacement of all fire department equipment.
- Prepare annual budget requests including capital projects and oversee the expenditures approved in same.
- Coordinate the activities of the fire department with other departments.
- Compile yearly department information and formulate a yearly report.
- Prepare forecasts of the fire department developments and needs.
- Research and administer grants that are associated with the fire department.

- Keep abreast of developments in the fire service field and new administrative techniques through continued education and professional growth. Attend conference, workshops, and seminars as needed.
- Promote the fire department to various community organizations and the public including the use of social media.
- Serve as a spokesperson for the fire department, establish and maintain effective relationships with citizens, news media, community groups, and township officials.
- Perform related work as required.
- Reports to the Township Supervisor and Township Board of Trustees.
- Is an At-Will Employee.

SPECIAL REQUIREMENTS

- Must possess the ability to lead and motivate on-call and career personnel, recognizing their difference and the management styles required.
- Respond to alarms, administer initial emergency care or service when necessary and direct activities at the scene of emergencies as required.
- Must attend departmental training sessions and meetings.
- Expected to be available and/or reachable twenty-four hours per day, 365 days per year, with the exception of scheduled leaves of absence and/or scheduled vacation time.
- At Township's discretion, applicant may be subject to physical, drug test, psychological evaluation, and/or background check.
- Must attend all regularly scheduled Township Board meetings and budget workshops.

QUALIFICATIONS

- Must be a U.S. citizen
- Must possess a valid Michigan Driver's License
- Must possess a Bachelor's degree in fire administration, public administration or a related field from an accredited college within the United States or have equivalent work experience.
- We prefer you have at least five years of supervisory experience in a Fire Department with full-time and paid-on-call staff
- Must possess a current State of Michigan E.M.T. license or preferably a Paramedic's license.
- Must have MFFTC Fire Fighter I and II certification or equivalent
- Must be Fire Officer I, II and III state certified or equivalent
- Must be certified in Hazardous Material Operations.
- Must reside within 10 miles of the Armada Townships boundaries before successfully completing the one year probationary period.

SALARY AND BENEFITS

- Salary range: \$56,000 to \$60,000 annually, depending upon skills, abilities and experience.
- 8% pension on base wages
- Call back paid at an hourly rate based on annual salary.
- 4% pension on call back pay
- Full healthcare coverage including medical and dental. (single, married, family)
- Buyout (\$4,000 to \$5,000 annual) available if waiving healthcare coverage.
- Life Insurance policy (20,000)
- Vacation and Sick Leave based on negotiated contract for union employees

All inquiries should be sent to the address below. Please call or email if you have any further questions.

John W. Paterek

Armada Township, Supervisor

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