

# PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

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[www.peninsulatownship.com](http://www.peninsulatownship.com)

Title: Fire Chief

Reports To: Township Supervisor

Positions Supervised: Deputy Fire Chief, Lieutenant, Fire Fighter

Employment Status: Exempt

## BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for overseeing administration and all functions related to fire and medical/rescue services provided by the Township through combination full time and paid-on-call force. Responsible for the supervision, evaluation, discipline, and recommending hiring and discharge of all subordinate members of the Fire Department. Represents the Fire Department in meetings and conferring with various local and State committees and community groups.

## SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Plans, develops and oversees administrative direction of the Fire Department to ensure safe and efficient operation in carrying out services as determined by the Board of Trustees; establishes standards for performance and safety; ensures that adequate number of qualified personnel are available, trained and properly supervised to fulfill overall responsibilities of the department.
2. Oversees and administers Fire Department activities and functions including recruiting full time and paid on-call fire fighters to ensure the availability of appropriate fire fighters on the staff; ensures fire fighting force has been provided with appropriate equipment, training, supervision and support to serve Township at the highest possible level.
3. Prepares and administers the Fire Department's annual budget; monitors budget to ensure adherence to budgetary control; oversees personnel administration function within the department including reviewing time sheets/run sheets, and preparation of monthly payroll for paid on-call staff.
4. Develops long range plans for maintaining effective operations of department; researches, evaluates and recommends acquisition of facilities, firefighting equipment and supplies; reviews vendors invoices and other bills for purchases of supplies and equipment. Develop and implement advanced Life Support ability within the Fire Department.
5. Oversees organization, development and scheduling of effective training programs for paid on - call and full-time fire fighters.
6. Responds to fire and medical/rescue calls as necessary and assumes scene command when appropriate; may assist Township in responding to emergency situations.
7. Conducts and/or participates in various department and township meetings; also represents Township on various Fire Chief/Fire Department committees at state and local level.
8. Represents Fire Department in meeting the public and public speaking engagements.
- 9 Attends special technical training sessions to maintain and/or enhance knowledge of firefighting techniques, methodologies, and management skills.

10. Oversees maintenance of site and pre-incident planning files; reviews building plans prior to new construction as necessary; directs investigations into causes of fires.
11. Serves as ordinance official regarding noxious weed enforcement; responds to complaints and issues appropriate notices to property owners; follows-up regarding complaint disposition as necessary.
12. Performs other duties and responsibilities as directed by the Township Supervisor and Board of Trustees.

#### KNOWLEDGE, SKILLS & ABILITIES:

1. Requires a minimum of 5 years or increasingly greater responsibility in fire suppression, prevention, training and administration; knowledge of state laws relative to Labor Relations and Haz-Mat, ordinances, codes and modern fire-fighting techniques and methods also important.
2. Strong interpersonal skills to deal effectively with subordinates, township personnel at all levels, vendors, representatives from various professional organizations and the general public.
3. Organizational, managerial, administrative and leadership skills required; ability to secure and maintain state certifications in Fire Fighter I and II required, and medical license as First Responder necessary; knowledge of National Fire Protection Agency (NFPA) code, Building Officials Code (BOCA), and ordinances associated with areas enforcement responsibility; ability to command fire fighters and equipment in emergency situations. Certification in advanced life support is preferred.
4. Ability to work in all weather conditions and occasionally in extremely hazardous conditions; must be able to climb ladders and work effectively at scene of emergency; valid drivers license required to travel about township and elsewhere in serving township; ability to operate a wide variety of fire fighting equipment and apparatus; also requires manual dexterity to operate computer efficiently; occasionally requires lifting heavy fire/rescue equipment and supplies weighing 50 pounds or more.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

#### Required Minimum Qualifications

- High School Graduate or the equivalent of (passed the GED)
- Five (5) years prior experience as a firefighter, including certification as a basic EMT and two to five (2-5) years of supervisory experience which must have been equivalent of Fire Lieutenant or higher.
- ICS 100,200,300,400,700,800
- Considerable knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques and their application as demonstrated through the State EMT Certification. Considerable knowledge of applicable laws (both State and Federal), local township and County ordinances, departmental standard operating procedures and regulations
- Skilled in the operation of the following tools and equipment:
  - Emergency medical aid unit
  - Fire Fighter I and II certification
  - Fire apparatus
  - Fire pumps
  - Hoses and other standard firefighting equipment
  - Ladders
  - First aid equipment
  - Radio, pager, personnel computer and phone

- Ability to train and supervise subordinate personnel. Ability to perform work requiring good physical conditioning. Ability to communicate effectively both orally and in writing. Ability to exercise sound judgement in evaluating situations and in making decisions. Ability to effectively give and receive verbal and written instructions. Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- Preference that employee lives in Peninsula Township; must live within 20 miles of the Township within one year of employment.

### 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.

Work is performed primarily in office, vehicle and outdoor settings and in all seasonal weather conditions, including temperature extremes, during the day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibrations.

### **Salary Range:**

\$55,000 - \$65,000 plus benefits

To be considered for this position, interested applicants are requested to send their letters of interest and resumes to the attention of Mr. Robert K. Manigold, Peninsula Township Supervisor, 13235 Center Road, Traverse City, MI 49686. All submissions must be received by 4:00 pm Monday, May 22, 2017. No email submissions please, in order to avoid any submissions possibly being filtered as undeliverable. Questions should be directed to the Peninsula Township Clerk, Jo Westphal (231) 223-7321 or Treasurer, Brad Bickle at (231) 223-4484.