

Township of Atlas Job Description

Position Title: Fire Chief

Position Purpose:

The Fire Chief works as the executive officer of the fire department in planning, organizing and directing the overall activities of the Fire Department personnel, equipment, apparatus, and buildings in the prevention and extinguishment of fires, protection of persons and property and accidents resulting there from, and in providing emergency medical first response services to residents of the Township, reporting to the Township Supervisor and Township Board of Trustees.

Specific duties and responsibilities:

This position shall appoint all chief level officers of the department and select other officers as necessary by following a strict testing and interview process. All officer positions receive final approval from the Township Board.

Operates all assigned emergency vehicles.

Responds to and actively participates in the mitigation of emergency incidents and has a full understanding of the National Incident Management system.

Supervises, conducts, or causes fire investigations to be performed to determine fire origin and cause, preserves evidence and prepares reports to be used by local police authorities.

Has a working knowledge of building construction for fire safety inspections, to insure enforcement of fire prevention codes and related public safety ordinances as contained within Atlas Township General Ordinances, reporting violations to the Township Supervisor.

Ensures all firefighting equipment and facilities are properly maintained in good repair and fit for duty. Building records, equipment and apparatus maintenance are kept on file and up to date and is responsible for pre-planning and post-fire analysis.

Develops a five-year plan including an apparatus and equipment replacement schedule.

Develops specifications for apparatus purchasing that follow state and NFPA specifications.

Recruits and hires firefighting personnel and annually reviews firefighter performance with officers.

Develops policies designed to maintain, or increase the general efficiency and effectiveness of the department.

The Fire Chief manages the department budget, processes billing invoices, purchases equipment according to department needs. Annually submits budget requests and meets with the Township Supervisor for preparing the annual budget.

Develops, administers, and oversees appropriate training programs for all firefighting personnel, and designates personnel to carry out such training in accordance with MIOSHA part 74.

Prepares reports for the Township Supervisor, Township Board, State Agencies, and others (including residents) regarding departmental activities and fire response assessment.

Attends conferences and seminars to gain up to date knowledge of fire fighting practices.

Reviews plans and specifications submitted for new, non-residential construction, remodeling, and alterations in conjunction with building department for conformity to fire codes, ordinances and laws maintaining a strong working relationship with the Atlas Township Building Inspector.

Takes part or facilitates station and vehicle tours for fire safety presentations.

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Fosters a positive relationship with neighboring Fire Chiefs, Hospitals, local Police agencies and other public entities to encourage fire protection cooperation.

Qualifications for Employment:

High School Diploma or G.E.D.

State of Michigan firefighter level 1 and 2 Certification.

Company officer level 1 and 2 Certification.

Fire officer level 3 certification.

Five-year's experience as a lower level officer.

Must be able to read, comprehend and write reports.

Maintains certifications through continuing education classes or seminars.

Maintains a valid Michigan Driver's License.

Can maintain composure in a high stress environment.

Certification by FEMA in the National Incident Management System for Level 100, 200, 700, 800.

Licensed Medical First Responder (MFR) in the State of Michigan.

Preferred qualifications, or expectations to obtaining higher qualifications:

An associate level degree in fire or public safety, certification from Eastern Michigan University, Fire Staff and Command class or work equivalence.

Experience with public speaking.

Experience in staff supervision and budgeting.

Certification by FEMA in the National Incident Management System for Level 300, 400.

Certification from the State of Michigan as inspector level 1 and Fire Plans Examiner.

Working Environment:

The position performs work at various locations in and around the Atlas Township/Goodrich area; in inclement weather and in hazardous conditions that include high levels of heat, smoke and toxic elements. The individual may work long hours with little or no resting time. They are expected to work in confined spaces or elevated positions while wearing Self-Contained Breathing Apparatus (SCBA) and heavy protective clothing.

Requires a minimum of 20 hours per week to be available on site at the Atlas Township Fire Station in performing administrative duties, training exercises, employee evaluations, overseeing personnel matters and equipment maintenance/management, attending training and fire or medical runs.

Physical Requirements:

The individual must be capable of lifting or dragging minimum of 160 lbs, while wearing heavy protective clothing and SCBA. Must also be able to crawl, squat and perform labor-intensive exercise under low visibility and high stress situations.

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Wages and benefits:

The position of Atlas Township Fire Chief is a part-time paid position requiring a minimum 20-hours per week with annual compensation of \$24,000.00 to be paid once per month, or in 12 monthly payments on the 15th of each month in the amount of \$2000.00/ month through direct deposit.

Cell Phone reimbursement: The township will reimburse the Fire Chief \$50/month for use of his personal cell phone for a total of \$600/year. This will be processed with payroll on the 15th of each month.

Mileage reimbursement: The township will reimburse for mileage using current IRS rates. Mileage will be recorded from the Fire Hall to related business outside of the township and back, if a personal vehicle is used. The chief is expected to use the Fire Department Silverado crew cab during working hours. Mileage reimbursement requests shall be recorded with date, locations, actual mileage or with printed mapquest mileage/directions and submitted to the Supervisor monthly. Repeated trips to the same location can be submitted with the recorded mileage stated as "on file", but the date and purpose of the trip must be included in the reimbursement request. Mileage reimbursement will be made through accounts payable.

The township does not offer insurance or retirement benefits.

The township will pay for continuing education (CE), attaining and maintaining certifications and professional development through seminars and conferences as the budget allows. The chief is expected to retain certifications and be knowledgeable on current trends, developing equipment and best practices/methods of firefighting.

Submittal: *Please submit resumes to the Atlas Township Clerk's office: 7386 S. Gale Rd. P.O. Box 277, Goodrich, MI. 48438; (810) 636-2548, FAX (810) 636-6244. Email: kvick@atlastownship.org - no later than noon on Wednesday, November 1, 2017. All applications will be delivered to the succession team for review and interview scheduling.*