

# **POLICY: FIRE CHIEF JOB DESCRIPTION**

POLICY # 31

## **I. Fire Chief Appointment**

The Fire Chief shall be appointed by the Boardman Township Board.

## **II. General Description of Duties**

Under the general supervision of the Boardman Township Board, the Fire Chief directs all operations of the fire department; conducts interviews; makes hiring decisions; supervises all fire department personnel; and develops guidelines & procedures to insure compliance with federal, state and local ordinances.

## **III. Duties & Responsibilities**

A. Plans, directs and exercises general supervision of departmental operations including but not limited to:

1. Making and reviewing all personnel assignments within the department.
2. Enforcing disciplinary, policies and procedures.
3. Makes appointments, promotions and the dismissal of fire department personnel.
4. Preparing and administering the departmental budget and maintaining expenditures within revenues provided by the township board.
5. Coordinating fire department activities with other municipal departments.
6. Supervising fire prevention activities.
7. Maintaining professional development by attending meetings, conferences and seminars, etc.
8. Recommending the purchase of new equipment and directing the drafting of specifications for the equipment.
9. Developing long term plans for improving and maintaining cost effective operations.
10. Responsibility for records and reports
11. Supervising the maintenance, repair, improvement and replacement of fire fighting equipment, radio equipment and property of the fire department.

12. Supervising programs for the training of fire fighting / E.M.S. personnel in modern methods of fire fighting / E.M.S. and in use and care of equipment.
13. Assuring that an incident command system is used at all emergency operations.
14. Authorizing the release of information to the press.
15. The fire chief, or his representative, will attend the monthly township board meeting and present a monthly status and activity report to the board.

#### **IV. Necessary Knowledge, Skills and Abilities**

##### **A. The Fire Chief must possess:**

1. A comprehensive knowledge of fire administration and management principals.
2. The ability to manage economically and efficiently.
3. The ability to plan and direct varied operations.
4. The ability to manage emergency situations.
5. The ability to work effectively with public officials and the general public.

#### **V. Minimum required education and training**

An equivalent combination of education and experience listed below may be considered.

- A. High school graduate or GED equivalent.
- B. Five (5) years of experience in fire service, two (2) of which must be at the rank of Captain.
- C. Completion of the Michigan Firefighters Training Council Firefighter II, Fire Officer I, Hazardous Materials Operations, Michigan Department of Public Health Medical Responder, Automatic External Defibrillator, and Cardiopulmonary Resuscitation.
- D. Must maintain current required certifications.

#### **VI. Special requirements**

- A. Must possess, or be able to obtain by time of hire, a valid State of Michigan Drivers license.
- B. No felony convictions.
- C. U.S. Citizen.
- D. Ability to read, write, and comprehend the English language.
- E. Ability to meet departmental physical standards.

## **VII. 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 this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands and fingers, handle or operate objects, tools, or controls, and reach with hand and arms. The employee is occasionally required to sit, climb, maintain balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 70 pounds and occasionally lift and/or move in excess of 70 pounds, specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.