

# SPRINGFIELD FIRE DEPARTMENT

Series 100

<b>Title:</b>	<b>Fire Chief Job Description</b>	<b>102</b>
<b>Category:</b>	<b>Organization</b>	<b>7/2017</b>

## AUTHORITY

The fire chief shall possess such authority as vested by state laws, the city council, and the city manager; and to set standards, procedures, and policies pertinent to existing ordinances, state and federal laws.

## GENERAL DESCRIPTION OF DUTIES

- The fire chief shall devote his entire efforts to the lawful administrative duties as required for efficient operation of the department.
- Keep, or cause to be kept, such books and records required for the proper operation of the department.
- Provide monthly departmental activity reports to the city manager, and provide any additional information required.
- Insure the keeping of accurate records pertaining to all fire calls and emergency calls or other activity pertinent to the department.
- Assume ultimate responsibility for the safekeeping of all property of the department and any property which shall be entrusted to his care or come into his possession.
- Maintain a high degree of cooperation with other fire departments.
- Remain abreast of all new laws, fire suppression techniques, and continually strive to upgrade the quality of fire services to the community.

## RESPONSIBILITIES

The fire chief shall be responsible for expedient and effective execution of fire services within the department's jurisdiction. The fire chief shall be subject to the direct supervision of the city manager and shall perform duties required by the city manager. He shall be familiar with the city ordinances of the city of Springfield and shall not promote any action which is in conflict with them.

## **FIRE SERVICES**

The fire chief shall ensure fire services of the city are met. Enforce state and federal Fire Code in existing and new construction.

## **TRANSFER OF COMMAND**

In the event the fire chief is temporarily absent, the assistant fire chief shall assume command and subsequent duties and responsibilities of the position. If the assistant fire chief is also absent the command is assumed by the battalion chief. If all command staff is absent, the command of the department shall be designated by the fire chief or the city manager.

## **PERSONNEL**

The fire chief shall enforce and prescribe the policies and rules pertaining to personnel in the department. Policies and rules shall remain consistent with the laws of the state of Michigan, the city ordinances of the city of Springfield, and all binding contractual agreements as duly authorized. The fire chief shall have the authority to discipline, employ, and promote persons; within the limitations as established by the city manager.

## **BUDGET**

The fire chief shall submit an annual budget at the direction of the city manager. Only the fire chief or his specific delegate is empowered to authorize any expenditure of budget items.

## **NOTIFICATIONS**

The fire chief shall be notified when the following conditions exist;

- Fatal fires or accidents.
- Arrest of department member.
- Fires of suspicious origin.
- Fires, rescues, personal injury accidents where a department member is a victim.
- Injury to a member which requires hospitalization or relief from duty.
- When fire suppression will not be successful within 15 minutes.
- When a department vehicle is involved in a crash.

In the event that notification is unsuccessful, the next person to call is the city manager.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

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

## **MINIMUM REQUIRED EDUCATION AND TRAINING**

- High school graduate or GED equivalent.
- Five (5) years of experience in fire service, two (2) of which must be at the rank of Captain.
- Completion of the Michigan Firefighters Training Council Firefighter II, Fire Officer III, Hazardous Materials Operations preferred. Appropriate level of licensure to meet the departmental license requirements for EMS.