



Fire Chief Job Description
(Paid-On-Call)

- A. **Appointment** The City Manager is vested with the authority and may appoint a paid on-call Fire Chief who shall serve as the Chief Command Officer of the Fire Department and the members thereof.
- B. **Term of Appointment** The Fire Chief shall serve as an at-will, exempt department head employee at the pleasure of the City Manager. This department head position does not receive any related employee benefits contained in the department head section of the personnel manual. Nothing in any employment agreement shall prevent, limit or otherwise interfere with the right of the City of Springfield to terminate the services of the Fire Chief at any time with or without notice and regardless of any contrary statements or provisions which might be made verbally or which might appear in any form, manuals, handbooks or other documents. Nothing in any employment agreement shall prevent, limit or otherwise interfere with the right of the Fire Chief to resign from employment at any time with or without notice and regardless of any contrary statements or provisions which might be made verbally or which might appear in any form, manuals, handbooks or other documents. It is preferred, but not required, that he or she become a resident of Springfield, Calhoun County, Michigan within one (1) month of appointment to the position. At a minimum, the Fire Chief shall reside within ten (10) miles from the nearest boundary of Springfield, Calhoun County, Michigan or by discretion/approval of the City Manager. Such residence must be established within one (1) month of appointment to the position. The Fire Chief reports to the City Manager, which shall review his or her performance on at least an annual basis.
- C. **Knowledge, Skills and Abilities Required**
1. High school diploma or GED minimum to meet the education qualification; Associates (or higher) degree in Fire Science or closely related field of study preferred; a minimum of five years of increasingly greater command responsibility in fire suppression, prevention, training and administration, including plan review; six (6) years firefighting experience; ten (10) years firefighting experience preferred; knowledge of State laws relative to labor and hazardous materials, ordinances, codes and modern fire-fighting techniques and methods.
 2. Strong interpersonal skills to deal effectively with subordinates, City personnel at all levels, vendors, representatives from various professional organizations and the general public.

3. Organizational, managerial, administrative and leadership skills required; ability to maintain all Michigan certifications and/or licensures for Fire Fighter I and II, Fire Officer III, Emergency Medical Technician (EMT-B), NIMS (ICS 100, 200, 300, 400, 700, 800), Hazardous Materials Training (HAZMAT), all required NIMS courses for Fire Fighters; Executive Fire Officer (EFO) designation; Chief Fire Officer (CFO) credential; Fire Inspector certification preferred; well versed in grand procurement, strategic planning, familiar with accreditation process
4. Ability to work in all weather conditions and occasionally in extremely hazardous conditions; must be able to climb ladders and work effectively at scenes of emergency; possess a valid driver's license required to travel about the City and elsewhere while serving the City; have the ability to operate a wide variety of fire-fighting equipment and apparatus; have the manual dexterity to operate computers efficiently; and be capable of lifting heavy fire/rescue equipment and supplies weighing in excess of fifty pounds on occasion.

D. Broad Statement of Responsibilities

The Fire Chief is responsible for overseeing administration and all functions related to fire and medical/rescue services provided by the City through a combination of full time and paid-on-call forces. The Fire Chief is responsible for the supervision, evaluation, discipline, recommending hiring and discharge of all subordinate members of the Fire Department in accordance with relevant City personnel policies. The Fire Chief represents the Fire Department in meeting and conferring with various local and State committees and community groups. The Public Safety Office Manager is the only full-time member assigned to both the Sheriff's Office and the Fire Department. That position serves to process all administrative paperwork necessary to ensure efficient operation of the department, apparatus, building, and grounds.

E. Specific Duties and Responsibilities

1. The Fire Chief, as Chief Command Officer of the Department, shall be accountable to the City Manager for the overall efficient and effective operation of the Department and for compliance with all Federal and State laws, rules, regulations, policies and City ordinances relating to Department services and activities.
2. The Fire Chief shall supervise or delegate Department activities at all fires, rescues or other emergencies or whenever possible require the presence of a command officer at all fires, rescues or other emergencies when the Fire Chief is not present.
3. The Fire Chief shall investigate, or delegate responsibility to investigate, the cause and origin of all fires involving loss of property, injuries or death and file a report with all

appropriate agencies. The Fire Chief shall coordinate investigations with the public safety and law enforcement agencies.

4. The Fire Chief shall develop, recommend and provide to the City Manager, written plans for efficient and effective fire prevention, fire suppression and emergency medical services in the City, and make recommendations to the City Manager relative to meeting the City's short and long-term needs relative to Firefighter levels, equipment, stations and other Department issues including the required level of funding needed. Copies of any such written plans and recommendations shall be filed by the Fire Chief with the Office Manager.
5. The Fire Chief shall develop, recommend and provide to the City Manager written policies and procedures necessary for orderly Department operations, including any proposed amendments to the Rules and Regulations, and shall develop, adopt and impose a written code of conduct for the Department's personnel. Copies of any such written policies, procedures, proposed amendments and codes of conduct shall be filed by the Fire Chief with the Office Manager. The Fire Chief shall enforce the Rules and Regulations.
6. The Fire Chief shall oversee and administer recruitment of paid-on-call fire fighters to ensure the availability of appropriate fire fighters on staff, and that the fire fighting force has been provided with appropriate equipment, training, supervision and support to serve the City at the highest possible level.
7. The Fire Chief shall oversee the administration of the City's Fire Prevention program, work in cooperation with the City Building Administrator on building inspections, plan reviews, and code enforcement, conduct community education programs as needed
8. The Fire Chief shall annually recommend a proposed Department budget for the upcoming fiscal year to the City Manager at least five (5) months prior to the end of the current fiscal year (June 30th).
9. The Fire Chief shall monitor expenditures of the Department for adherence to budgetary appropriations and purchasing regulations established from time to time or at any time by the City Council. The Fire Chief shall advise and make recommendations and requests to the City Manager regarding necessary budget amendments and capital purchases.
10. The Fire Chief shall implement reasonable programs and procedures to properly maintain all Department equipment, apparatus and facilities. The Fire Chief shall actively seek available federal, state and local grant funding for equipment, apparatus, facilities, training and other operational needs as they arise.

11. The Fire Chief shall report monthly to the City Council on Department activities, including emergency responses, unusual circumstances and deviations from City policies, procedures, rules and regulations when such occur.
12. The Fire Chief shall cooperate with ordinance and law enforcement officers serving the City and other governmental agencies involved in supporting mutual aid to other governmental agencies.
13. The Fire Chief shall attend training programs, when possible, to maintain or enhance knowledge of firefighting techniques, methodologies and management skills, provided such training programs are authorized by the City Manager and the related costs are included in the current year budget.
14. The Fire Chief shall monitor Department personnel performance and take appropriate action to address problems if and when they should arise. The Fire Chief (or a Command Officer so designated) may take whatever action deemed appropriate to address and resolve personnel problems with any members of the Department, including but not limited to temporary suspension from performing volunteer services and/or recommending separation from the Department to the City Manager.
15. The Fire Chief shall schedule regular staff meetings and other Department informational meetings as necessary.
16. The Fire Chief shall have the full command and responsibility for the condition and performance of the Department fire station at all times, including, but not limited to firefighting, emergency responses, training and equipment.
17. The Fire Chief shall perform other Department duties and responsibilities as assigned by the City Manager from time to time, including representing the Fire Department and the City at various Fire Chief or Fire Department committee meetings or functions at the State and local levels, and various public meetings or events.

Employee Signature

Date

City Manager Signature

Date