FIRE CHIEF

SUMMARY
Plan, organize, supervise and participate in the operation and direction of the Grand Blanc City Fire Department. Act as chief spokesman and advisory resource person for the Department and the City on fire department matters. Responsible for planning, organizing and directing the activities of the Fire Department operations which include, but are not limited to, fire suppression, emergency medical service, fire prevention, equipment maintenance, and employee development. Participate in meetings, seminars, lectures, etc. related to fire prevention and administration, and disseminate pertinent information to Department personnel. Perform related work as required.

SUPERVISION RECEIVED
Work is performed under the general direction of the City Manager.

SUPERVISION EXERCISED
He/she is responsible for directing the activities of the fire department and is the sole authority and command at the scene of a fire. Supervision is exercised over firefighters and others as needed.

RESPONSIBILITIES & ESSENTIAL DUTIES AND FUNCTIONS
An employee in this position may be called upon to do any or all of the following essential duties. (These examples do not include all of the duties which the employee may be expected to perform.)

1. Supervise, direct and plan the operations of the fire department; coordinate functions and activities through consultation with subordinate officers; delegate special assignments.
2. Develop long-term plans to improve public safety operations and law enforcement and crime prevention efforts.
3. Advise and assist the City Manager and City Council on Fire prevention and all Fire Department related matters.
4. Oversee the preparation and administration of the Department budget.
5. Purchase and supervise the maintenance of fire equipment and supplies.
6. Review citizen complaints and departmental activities; implement measures to increase efficiency where warranted.
7. Perform personnel functions such as recruiting, hiring, assigning work; conduct performance evaluations and counseling; enforce discipline within the Department.
8. Plan and implement in-service training programs for the Department.
9. Perform activities toward developing a positive partnership between the public and their Fire Department.
10. Plan and implement safety and fire prevention programs.
11. Represent the City at meetings and conferences; explain fire procedures, hear complaints and promote community understanding of fire department efforts.
12. Exercise power to perform routine fire functions as needed and supervise at the scene of major fires. Must be able to perform all the essential tasks of a Firefighter.
13. Effectively manage the on-going training of all employees and ensure that all Federal, State, and City training requirements, including Health and Safety, are fully complied with.
14. Evaluate pending legislation and new statutes; promulgate department policies, inform subordinates of recent changes.
15. Perform related work as required.
16. Demonstrate fair and professional leadership.
17. Meet regularly with employees to recognize accomplishments and/or coach deficiencies.
18. Respond to emergency situations, assume control and deploy resources and personnel tactically until the incident is stabilized.
19. Notify the chain of command of important events and complete station entries when necessary.
20. Maintain awareness of developing trends in the fire service.
21. Undertakes assigned projects and special reports as assigned.
22. Direct the maintenance and repair of fire stations, equipment and apparatus.
23. Attend public meetings in regards to fire related matters; discuss and explain fire inspection and suppression activities.
24. Supervise the inspection of commercial, industrial and other properties for fire hazards and enforces fire prevention ordinances.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS & KSAs (Knowledge, Skills & Abilities) FOR EMPLOYMENT**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

**Knowledge**

Must have proficient knowledge in the following areas:

- Knowledge of firefighting techniques and methods
- Knowledge of command and control techniques
- Knowledge of fire investigation and evidence gathering techniques
- Knowledge of firefighting training programs
- Knowledge of training techniques and methods
- Knowledge of firefighting public education and awareness programs
- Knowledge of public safety theories and methods
- Knowledge of emergency response techniques
- Knowledge of emergency procedures, emergency first aid, and CPR
- Knowledge of volunteer training, development and recognition

**Skills:**

Must demonstrate the following skills:

- Leadership skills including the ability to take full command at the scene of a fire
- Analytical and problem-solving skills
- Decision making skills
- Negotiations skills
- Effective verbal and listening communications skills
- Ability to deal effectively with people in difficult situations
- Effective written communications skills including the ability to prepare reports and business documents and correspondence
- Fire department budget development and management
• Effective public relations and public speaking skills
• Research and program development skills
• Stress management skills
• Time management skills

Personal Attributes:

Must demonstrate the following personal attributes:

• Maintain standards of conduct
• Be respectful
• Possess cultural awareness and sensitivity
• Be flexible
• Demonstrate sound work ethics
• Be consistent and fair

WORKING CONDITIONS:

• The fire chief may be involved in physically draining and exhausting activities, which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations.
• The fire chief will have to carry heavy firefighting equipment while climbing ladders and going through buildings.
• The fire chief will be exposed regularly to water in extreme weather conditions.
• The fire chief will be exposed to noxious smoke and fumes as a result of fire.
• The fire chief will have to manage a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of residents.
• The fire chief will be exposed to environments that are dangerous, busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.
• The fire chief will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight.
• The fire chief will require extreme levels of concentration during a firefighting situation.
• The fire chief will experience very high levels of mental and emotional stress caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.

Minimum Requirements:

1. Possession of a High School diploma.
2. Possession of a valid Michigan Driver’s License.
3. Must live within 20 miles of the nearest City of Grand Blanc border.
4. Possession of a minimum of an Associates of Fire Technology degree from an accredited college (Bachelor’s preferred), or equivalent.
5. At least seven (7) years paid or verifiable, active paid on-call experience as a firefighter, including five (5) years as a superior officer (for example as Lieutenant, Captain, Fire Marshal, Deputy Chief or Chief)
6. Firefighter I & II certification.
7. Fire Officer I & II certification (Fire Officer III preferred). Through the Michigan Fire Fighter’s Training Council.
8. Fire Instructor I (Fire Instructor II preferred).
9. Fire Inspector 1 Certification (Level 2 preferred)
11. NIMS 100, 200, 300, 400, 700 and 800 (or ability to obtain within 1 year of employment).
12. Progressively responsible experience in fire suppression, prevention and leadership.
13. Extensive knowledge, skill and ability in the following areas:
   a. Department policies, procedures, General Orders and Rules and Regulations.
   b. Collective bargaining agreements.
   c. Theories, principles and practices involved in modern fire prevention, suppression, and inspection.
   d. Modern principles of fire administration.
   e. Uses of various types of firefighting apparatus and equipment and of their general operation and maintenance requirements.
14. High degree of verbal and written communication skills including report writing and public presentation skills.
15. The ability to work tactfully and in a positive manner with all other City departments and other public and private entities.
16. Must successfully pass a background check and drug screen.

Any equivalent combination of experience, education, skills and certifications, or substitutions at the discretion of the City Manager.