

**CITY OF LESLIE/LESLIE TOWNSHIP
JOB DESCRIPTION**

FIRECHIEF

Supervised By: Leslie City Manager, Leslie Township Supervisor
Supervises: All staff assigned to the Fire Department

Position Summary:

Performs highly responsible supervisory and administrative work in planning, organizing, and directing all activities of the Leslie Area Fire Department. Work involves responsibility for the administration and coordination of all Fire Department activities and establishment of department policies, procedures, and regulations including those pertaining to fire fighting and fire prevention. Performs related work and projects as required.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes and directs the per-day functions, activities and operations of the Fire Department.
2. Coordinates activities, through supervision of subordinates, concerning the use, care, and management of all fire fighting apparatus and property.
3. Develops, reviews and revises long-term plans to improve fire department operations. Recommends and implements policies, rules and procedures. Advises and assists the City Manager, City Council, and Township Board regarding fire department issues.
4. Oversees enforcement of all fire prevention regulations as established by ordinance or state statutes.
5. Prepares and presents annual budget requests, administers Fire Department budget, and ensures that the authorized budgetary and purchasing procedures are properly used. Researches, writes and administers grants. Monitors all funds received from grants, the sale of permits, reports, other service fees and all funds granted to the Department.
6. Prepares and updates a strong capital improvements plan including budget information and expected life of fire equipment and vehicles.
7. Oversees the purchase, maintenance and allocation of fire equipment, vehicles and supplies. Develops specifications and administers the purchasing process according to established procedures.
8. Provides overall command of fire fighting and fire prevention operations utilizing and

- maintaining a well-defined command structure.
9. Attends conferences, workshops, seminars, and meetings to keep abreast of modern fire fighting methods. Plans, directs, monitors and schedules professional training for departmental employees.
 10. Interviews and selects personnel for vacancies (in accordance with established departmental procedures), trains and develops staff members, and conducts employee performance evaluations.
 11. Compiles data related to department workload, output, and performance. Prepares activity reports as requested by the City Manager and/or Township Supervisor.
 12. Prepares payroll, work, vacation, holiday, and related schedules as they relate to operating a volunteer fire department.
 13. Attends City Council meetings, completes special projects and makes presentations as requested.
 14. Serves as departmental spokesperson. Maintains cooperative relations with peer agencies, neighborhood and community groups, and other civic units. Participates in and represents the City at meetings, seminars and lectures related to fire fighting. Prepares fire activity updates and press releases for community when requested.
 15. Coordinates departmental activities with outside agencies and authorities as necessary. Establishes and administers mutual aid compacts, equipment sharing, and contingency plans with other jurisdictions.
 16. Coordinates emergency preparedness planning and response activities throughout the community in conjunction with other departments in the City and the Township.
 17. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough knowledge of modern fire fighting methods and techniques and ability to apply this knowledge to various fire control and fire prevention problems.
- Thorough knowledge of the use and operation of a wide variety of fire fighting equipment and apparatus.
- Ability to plan, assign, and coordinate the work of a group of employees engaged in fire prevention and fire control activities.
- Considerable knowledge of municipal fire administration.
- Ability to maintain discipline, to lead and command employees effectively, and direct employees and equipment under fire fighting and other emergency conditions.
- Initiative and resourcefulness in solving problems.

- Ability to work effectively with other fire departments, government officials, and the general public.
- Ability to meet the State of Michigan standards for physical, mental, and emotional performance.
- Ability to work effectively under stress.
- Ability to use a computer effectively in managing records of the department.
- Required education and experience include an Associates degree in fire administration, eight (8) years of progressively more responsible experience as a fire fighter and command officer, or an equivalent combination of education and experience.
- Michigan Fire Fighter Training Council certification as a Fire Fighter II and Fire Officer III are preferred.
- A valid Michigan Drivers licence.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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's environment can range from an office setting to highly dangerous fire fighting situations. Physical demands, therefore, range from sitting in an office or vehicle to the significant physical exertion associated with fighting fires or other emergency response. The employee is regularly required to communicate with others in person and on the telephone or radio and be mobile in an office setting. The employee is frequently required to use sight and manual dexterity to review and produce written and electronic records, and is regularly required to travel to other locations.

While performing the duties of this job, the employee may be exposed to adverse weather conditions, extreme heat, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives and other dangerous situations. The noise level in the work environment can range from quiet to very loud.