

ARCADIA TOWNSHIP FIRE DEPARTMENT

POSITION DESCRIPTION: FIRE CHIEF

Fire Committee
Policy # 022

I. Fire Chief Appointment

The Fire Chief shall be appointed by the municipal governing authority.

II. General Description of Duties

Under the general supervision of the Arcadia Township Board, the Fire Chief directs all operations of the fire department; conducts interviews; makes hiring recommendations; supervises all fire department personnel; and develops policies & 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 policy and procedures.
 3. Making recommendations for the appointment, promotion and dismissal of fire department personnel.
 4. Preparing and administering the departmental budget and maintaining expenditures within revenues provided.
 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 personnel in modern methods of fire fighting 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.

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.
- C. Completion of the Michigan Firefighters Training Council Firefighter II.
- D. Or obtain appropriate training within the first year.

Adopted June 10, 2003.