

**NORTH BERRIEN FIRE-RESCUE
JOB DESCRIPTION
FIRE CHIEF**

QUALIFICATIONS

Qualified candidates shall:

- Possess and maintain Michigan certification of Firefighter I and II, Fire Officer I, II and III;
- Possess and maintain a valid Michigan Driver's License;
- Preferably have a bachelor degree in a related field;
- Possess not less than three (3) years Fire Department command experience; and
- Possess an extensive background in fire prevention and have knowledge of and training experience in fire cause and origin, arson investigation, fire incident command, department administration.

RESPONSIBILITIES

The following is intended to generally, not exhaustively, describe key responsibilities of the Chief. The proper performance of the job may require additional responsibilities be performed which the Chief will be expected to identify and execute appropriately. At a minimum, the Chief shall:

- Effectively manage the Department, personnel and staff in a cost effective manner;
- Represent and lead the Department and community in an honorable, respectable and appropriate manner befitting the position of Chief;
- Maintain appropriate relationships with community governments and other local fire, police and ambulance departments;
- Identify and implement required, necessary or prudent training for all department personnel;
- Establish, implement and maintain appropriate physical fitness standards and training for all department personnel;
- Investigate or cause to be investigated the cause and origin of all fires and prepare and maintain appropriate reporting of each;

- Develop and recommend to the Fire Board such policies, ordinances and procedures as may be necessary and prudent for the effective operation and management of the Department;
- Develop and abide by an annual budget for the Department;
- Develop and implement equipment apparatus and Department facility acquisition, maintenance and replacement plans;
- Adequately and appropriately staff the Department with qualified, competent, trained and credentialed personnel;
- Attend meetings of the Fire Board, City Commission and Township Boards as requested;
- Supervise fire suppression activities at all fires and emergencies to which the Department is dispatched or ensure that a command officer is present at such fires or emergencies at which the Chief is not present; and
- Perform all other duties as are assigned by the Fire Board.

RESIDENCY

The Chief shall reside within twenty (20) miles of the geographic jurisdiction of the Department. It is strongly preferred that the Chief reside within the jurisdiction of the Department.

AT-WILL STATUS

The Chief is an “at-will” employee of the department and may be terminated or may resign at any time and for any reason. This position is salaried, exempt from all overtime requirements.

FIRE BOARD

The Chief shall report to and be under the supervision and management of the Fire Board.