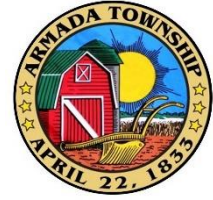




ARMADA TOWNSHIP FIRE CHIEF



Please send resumes or questions no later than 10/15/2023 to:

Supervisor John W. Paterek

23121 East Main St.

Armada, MI 48005

Cell 313-920-7808 – Best phone contact

Fax 585-784-5211

supervisor@armadatwp.org

JOB SUMMARY

The Fire Chief is responsible for planning, organizing, directing, and implementing fire prevention, fire suppression and emergency medical service activities of the Armada Township Fire Department. The Chief provides leadership and vision to the department and shall create short- and long-term strategic goals that comply with all federal, state, county and local laws, codes, and ordinances. The Fire Chief shall ensure that all personnel are trained, and all equipment and apparatus are prepared to save lives and preserve property in a safe and efficient manner. The Armada Township Fire Department currently has 12 full-time firefighters/Paramedics, supplemented by part-time and paid-on-call firefighters with an annual budget of approximately \$2 million.

DUTIES AND RESPONSIBILITIES

- Direct and supervise the activities of division heads and other supervisors.
- Direct the planning of in-service training programs and maintain training records.
- Determine the assignment and use of personnel and equipment.
- Serve as an advocate for the Fire Department staff in decision making and prioritization.
- Assume command during natural and man-made emergencies as required.
- Oversee the hiring, supervision, training, evaluation, and discipline of all department employees.
- Formulate and revise department policy, procedures, rules, and regulations and ensure all employees are trained in department policies and all policies are uniformly applied.
- Ensure reporting systems are in place to evaluate all department activities.
- Resolve grievances, maintain departmental discipline and the conduct and general behavior of assigned personnel; determine commendatory action.

- Direct investigations into cases of misconduct involving department personnel.
- Complete all required local, county, state, and federal reports.
- Formulate programs or policies to alleviate deficiencies.
- Control the expenditure of departmental appropriations.
- Recommend and control annual budget of approximately \$2 million, including wages, facilities, equipment training and other expenses.
- Direct the purchase and replacement of all fire department equipment.
- Prepare annual budget requests including capital projects and oversee the expenditures approved in same.
- Coordinate the activities of the fire department with other departments.
- Compile yearly department information and formulate a yearly report.
- Prepare forecasts of the fire department developments and needs.
- Research and administer grants that are associated with the fire department.
- Keep abreast of developments in the fire service field and new administrative techniques through continued education and professional growth. Attend conferences, workshops, and seminars as needed.
- Demonstrate the ability to work with fire department personnel and routinely deal with the public, public employees, public officials, and the media in a courteous and cooperative manner.
- Serve as a spokesperson for the fire department, establish and maintain effective relationships with citizens, news media, community groups, and township officials.
- Perform related work as required.
- Reports to the Township Supervisor and Township Board of Trustees.
- Is an at will employee.

SPECIAL REQUIREMENTS

- Must possess the ability to lead and motivate on-call and career personnel, recognizing their differences and the management styles required.
- Respond to alarms, administer initial emergency care or service when necessary and direct activities at the scene of emergencies if required.
- Must attend departmental training sessions and meetings.
- Expected to be available and/or reachable twenty-four hours per day, 365 days per year, with the exception of scheduled leaves of absence and/or scheduled vacation time.
- At the Township's discretion, applicant may be subject to physical, drug test, psychological evaluation, and/or background check.
- Must attend all regularly scheduled Township Board meetings and budget workshops for the Fire department's budget.
- Basic accounting skills.

QUALIFICATIONS

- Must be a U.S. citizen.
- Must possess a valid Michigan Driver's License
- Must possess an associate degree or bachelor's degree in fire administration, public administration, or a related field from an accredited college within the United States.
- 10 years of supervisory experience in a full-time and/or combination fire department is preferred.
- Must possess a current State of Michigan Paramedic's license.
- Must have MFFTC Fire Fighter I and II certification or equivalent.
- Must be Fire Officer I, II and III state certified or equivalent.
- Must be certified in Hazardous Material Operations.
- Must reside within 20 miles of the Armada Townships boundaries before successfully completing the one-year probationary period.

SALARY AND BENEFITS

- Salary: \$70,000-\$80,000 commensurate with experience, skills, abilities, and certifications.
- 10% defined contribution on base wages.
- Full healthcare coverage including medical and dental. (single, married, family) based on the negotiated contract with IAFF Local 5053 union employee's
- Buyout if waiving healthcare coverage \$4,500 annually available
- Life Insurance policy \$20,000.00