



EGELSTON TOWNSHIP FIRE DEPARTMENT

5380 APPLE AVENUE MUSKEGON, MICHIGAN 49442-3097

TELEPHONE: (231) 788-2254

FIRE CHIEF

Egelston Township is accepting applications for the position of Fire Chief. This is a full time position within Egelston Township's combination department located in Muskegon County, Michigan. There is currently 6 Full time and 13 part-paid members. Egelston Fire will respond to approximately 1300 calls for service this year from a single station.

Egelston Fire Department covers 36 square miles of Egelston Township as well as 9 square miles of Bridgeton Township via a contract. Egelston Township has a mix of residential, commercial and heavy industrial hazards. Approx 1/3 of the Township is the Muskegon State Game Area and the Resource Recovery Center for Muskegon County.

This Fire Chief position will be considered a working Chief's position and the Fire Chief will need to be available as needed 24/7.

This position is non-union and comes with a generous benefit package. A job description is attached.

Applications will be accepted until January 10th at 1200 hrs at the Egelston Township Hall. Sealed application needs to be marked "Fire Chief" and can be dropped off or mailed to:

Egelston Township Supervisor
5428 E Apple Ave
Muskegon, Michigan 49442

SMOKE DETECTORS SAVE LIVES



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Duties and Responsibilities: The Fire Chief is responsible for providing leadership, direction, planning, manage and oversee the activities and operations of the Fire Department by establishing goals and objectives within the policy directives set forth by the Egelston Township Board. The Fire Chief carries out these goals and objectives by estimating the department's needs, preparing a budget, controlling expenditures, reviewing effectiveness of operations and personnel through direct and indirect supervision.

RESPONSIBILITIES AND 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.)

Assume full management responsibility for fire department services and activities including fire suppression, emergency medical, fire prevention and public education, and training programs and services.

Oversee the development and administration of the department budget, forecast the required funds needed for staffing, training, equipment, materials and supplies, and maintenance. Approve expenditures and recommend budgetary adjustments as appropriate and necessary.

Establish fire department goals and objectives to ensure compliance with Township policy directives and applicable local, state or federal laws, rules and regulations.

Provide for the overall safety of personnel through the establishment and maintenance of effective training programs and operational practices that provide the necessary skills and guidance to operate in a safe and effective manner.

Direct and supervise the activities of the administrative support personnel. Direction includes scheduling, assignment and review of work, providing assistance, evaluating performance, administering discipline and making hiring, termination and pay change recommendations.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, emergency medical, hazardous materials and fire prevention,

Serve as a liaison to civic and special interest groups, local service organizations and other municipal agencies.

Prepare a variety of reports and correspondence relating to departmental activities, direction, accomplishments.

Represent the department at board and other meetings to present the department's plans, accomplishments and to discuss the development and implementation of programs and policies.

Respond to citizen concerns and issues and determine appropriate resolutions to maintain positive community and/or customer relations for the department.

Establish and maintain cooperative relationships with neighboring and regional fire departments to ensure coordinated efforts to address common suppression, prevention, enforcement and emergency medical issues.

Minimum Requirements:

FF I & II and Haz-mat OPS and MRF.

Successful candidates must obtain Instructor I and II within 36 months PER R29.405a of the Michigan Firefighter Training Council Administrative rules.

Valid Michigan Driver's License with a good driving record.

FFTC emergency vehicle driver certificate.

Preferred Skills:

Interacting with others using tact, patience and courtesy;

Negotiating and resolving difficult or sensitive complaints or concerns from department personnel or external sources;

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions
Assessing and prioritizing multiple tasks, projects, and demands.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire suppression, emergency medical and prevention services;

Develop a comprehensive budget and prepare clear and concise financial reports;

Establish and maintain effective working relationships with those contacted in the course of work including personnel, other government officials, community groups, the general public, and media representatives;

Select, train, supervise and evaluate an effective staff capable of properly executing the goals and objectives of the department.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Conduct themselves in a professional manner as defined by Department policy.

Work independently in the absence of supervision and delegate authority and responsibility when appropriate;

Maintain confidentiality;

Perform research and present findings in an organized and professional manner.

Provide verbal and written directives, information and advice to a wide variety of people and officials.

Seek, obtain and manage grant programs.

Supervisory Responsibilities

Works under the broad policy guidance of the Egelston Township Board.

Exercises supervision over all employees within the department, either directly or indirectly through supervisors.

Preferred Training and Experience:

Associates degree in Fire Science or a related field of study AND at least 15 years of fire suppression experience including at least 5 years of upper - level administrative responsibility OR an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

Preferred Certificates and Licenses

Proven command experience over Full-Time and Part-Time firefighting personnel.

Fire Officer I/ II, or equivalent State of Michigan certification. Maintain Medical First Responder License (minimum), maintain valid Michigan driver's license with good driving record.

Completion of FFTC emergency vehicle driving certification.

State of Michigan Firefighter II certificate.

State of Michigan Fire Instructor I

Preferred within 36 months of employment:

Attainment of Federal NIMS requirements.

Fire Officer III, or equivalent State of Michigan certification.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is regularly required to talk and hear, use hands or fingers to handle and feel, and use the telephone and computer while communicating with internal and external clients. Requires sufficient manual dexterity and visual acuity to operate a personal computer and other standard office equipment. Employee will sit for several hours each day but will also need mobility and ability to stand and walk continuously for periods of time, and reach with hands and arms, Employee may need to lift up to 50 pounds on occasion. This position may require the employee to work under stressful conditions due to deadlines, time constraints and working in emergency situations.

This position may require the employee to perform strenuous work for extended periods of time, while performing some or all of the following:

Wear a respirator.

Wear and/or carry over 50 lbs of protective clothing/equipment.

Work in an overheated, extreme cold or wet environment. Work under adverse or stressful conditions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work area is a typical office setting with frequent travel to various locations to attend meetings and/or perform Department activities; may include responding to emergency scenes. The noise level in the work environment is usually moderate, but may reach extremes where hearing protection is required. From time, to time work will require operations in an outdoor setting, in a variety of weather, terrain and noise conditions.

Additional Requirements

Requires ability to complete a pre-employment drug screening and physical exam.

Requires ability to pass a comprehensive background check.

Employee must be insurable under the department's existing vehicle and umbrella liability insurance carrier.

Benefits

This is a nonunion position. Many benefits are negotiable (i.e, \$70,000 to \$80,000/year salary with a 5% residency bonus, Employer paid health insurance, Dental Insurance, Life 401A retirement system, paid vacation and holidays, Command vehicle).