

HAMPTON TOWNSHIP
PART-TIME FIRE DEPARTMENT CHIEF

SUMMARY

This employee serves as the Chief Fire Operations Division within the Hampton Township Public Safety Department. Establishes objectives and plans and coordinates activities for the efficient operation of the Fire Departments.

SUPERVISION RECEIVED

Works under the direction and guidance of the Director of Public Safety and at the pleasure of the Hampton Township Board of Trustees.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

B. Term of Appointment

The Fire Chief shall serve as an at-will, exempt employee and would work at the pleasure of the Hampton Township Board. It is preferred, but not required, that he or she become a resident of Hampton Township, Bay County, Michigan within six months of appointment to the position. At a minimum, the Fire Chief shall reside within twenty miles from the nearest boundary of Hampton Township, Bay County, Michigan. Such residence must be established within six months of appointment to the position. The Fire Chief reports to the Director of Public Safety, which shall review his or her performance on at least an annual basis and report its findings and recommendations to the Township Board.

C. Knowledge, Skills and Abilities Required

1. Associates degree in Fire Science or closely related field of study or Bachelor degree preferred; experience with greater command responsibility in fire suppression, prevention, training and administration, including plan review; fire-fighting; knowledge of State laws relative to labor and hazardous materials, ordinances, codes and modern fire-fighting techniques and methods.
2. Strong interpersonal skills to deal effectively with subordinates, Township personnel at all levels, vendors, representatives from various professional organizations and the general public.
3. Organizational, managerial, administrative and leadership skills required; ability to maintain all Michigan certifications and/or licensures for Fire Fighter I and II, Fire Officer III, Emergency Medical Technician, Hazardous Materials Training (HAZMAT), all required NIMS courses for Fire Fighters; fire inspector certification is also preferred.
4. Ability to work in all weather conditions and occasionally in extremely hazardous conditions; must be able to climb ladders and work effectively at scenes of emergency; possess a valid driver's license required to travel about the township and elsewhere while serving the township; have the ability to operate a wide variety of fire-fighting equipment and apparatus; have the manual dexterity to operate computers efficiently; and be capable of lifting heavy fire/rescue equipment and supplies weighing in excess of fifty pounds on occasion.

D. Broad Statement of Responsibilities

The Fire Chief is responsible for overseeing administration and all functions related to fire and medical/rescue services provided by the Township through a combination of full time and paid-on-call forces. The Fire Chief in coordination with the Public Safety Director is responsible for the supervision, evaluation, recommending hiring and discharge of all subordinate members of the Fire Department in accordance with relevant township

personnel policies. The Fire Chief represents the Fire Department in meeting and conferring with various local and State committees and community groups.

E. Specific Duties and Responsibilities

1. The Fire Chief, shall be accountable to the Director or Public Safety and the Township Board for the overall efficient and effective operation of the Department and for compliance with all Federal and State laws, rules, regulations, policies and Township ordinances relating to Department services and activities.
2. The Fire Chief shall supervise or delegate Department activities at all fires, rescues or other emergencies or whenever possible require the presence of a command officer at all fires, rescues or other emergencies when the Fire Chief is not present.
3. The Fire Chief shall investigate, or delegate responsibility to investigate, the cause and origin of all fires involving loss of property, injuries or death and file a report with all appropriate agencies. The Fire Chief shall coordinate investigations with the public safety and law enforcement agencies.
4. The Fire Chief shall develop, recommend and provide to the Township Board, written plans for efficient and effective fire prevention, fire suppression and lifesaving services in the Township and make recommendations to the Township Board relative to meeting the Township's short and long-term needs relative to Firefighter levels, equipment, stations and other Department issues including the required level of funding needed. Copies of any such written plans and recommendations shall be filed by the Fire Chief with the Township Clerk.
5. The Fire Chief shall develop, along with the Public Safety Director, recommend and provide to the Township Board written policies and procedures necessary for orderly Department operations, including any proposed amendments to these Rules and Regulations, and shall develop, adopt and impose a written code of conduct for the Department's personnel. Copies of any such written policies, procedures, proposed amendments and codes of conduct shall be filed by the Fire Chief with the Township Clerk. The Fire Chief shall enforce the Rules and Regulations.
6. The Fire Chief shall monitor expenditures of the Department for adherence to budgetary appropriations and purchasing regulations established from time to time or at any time by the Public Safety Director.
7. The Fire Chief shall implement reasonable programs and procedures to properly maintain all Department equipment and buildings.
8. The Fire Chief shall report monthly to the Public Safety Director activities, including emergency responses, unusual circumstances and deviations from Departments policies, procedures, rules and regulations when such occur.
9. The Fire Chief shall cooperate with ordinance and law enforcement officers serving the Township, Township Officials, Essexville-Hampton Public Schools and Bay City Schools, other governmental agencies involved in supporting mutual aid to other governmental agencies.
10. The Fire Chief shall attend training programs, when possible, to maintain or enhance knowledge of firefighting techniques, methodologies and management skills, provided such training programs are authorized by the Public Safety Director.
11. The Fire Chief shall schedule regular staff meetings and other Department informational meetings as necessary.

12. The Fire Chief shall have responsibility for the condition and performance of the Department fire station at all times, including, but not limited to firefighting, emergency responses, training and equipment.
13. The Fire Chief shall perform other Department duties and responsibilities as assigned by the Public Safety Director from time to time, including representing the Fire Department and the Township at various Fire Chief or Fire Department committee meetings or functions at the State and local levels, and various public meetings or events.