

POLICY: FIRE CHIEF

Hadley Township Fire Department
Policy # 054

I. Fire Chief Appointment

The Fire Chief shall be appointed by the Hadley Township Board. The Township Board will consider the recommendation of the Fire Department Board of Directors.

II. General Description of Duties

Under the general supervision of the Hadley Township Board, the Fire Chief directs all operations of the fire department; conducts interviews; makes hiring recommendations; supervises all fire department personnel; and delegates or develops policies & procedures to ensure compliance with federal, state and local ordinances.

III. Essential Duties & Responsibilities

- A. Perform and supervises firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire containment, extinguishment and overhaul tasks.

Performs and supervises emergency medical services activities including administering first aid and providing and other assistance as required.

- B. 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. Responsible for delegation and/or completion of 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 in house programs for the training of fire fighting personnel in modern methods of fire fighting and in use and care of equipment.
 13. Ensuring 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. Nine (9) years of experience in fire service, two (2) of which must be at the rank of Captain.
- C. Completion of the Michigan Firefighters Training Council Firefighter II, Hazardous Materials Operations. Fire Officer II within eighteen (18) months of initial hire. Fire Officer III within twentyfour (24) months of initial hire.

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 frequently required to sit, talk, hear, stand, walk, use hands and fingers, handle or operate objects, tools, or controls, and reach with hand and arms. The employee is occasionally required to sit, climb maintain balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 80 pounds and occasionally lift and/or move in excess of 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency situations. Employee may be exposed to loud noises and hazards associated with fire fighting, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, and rendering emergency medical services with potential exposure to bloodborne pathogens and communicable

diseases. The employee occasionally works near moving mechanical parts and in high, precarious places.