

**Davison-Richfield Area Fire Authority
Posting of Fulltime Fire Chief**

Title: Fire Chief
Workforce: Paid-On-Call Fire Department
Service Area: 72 Square Miles and about 32,000 Residents
Salary: \$50,000-\$60,000
Benefit Package: Negotiable
Applications: Applications must be received by Sept. 28th2018.

Organizational Summary: The Davison-Richfield Area Fire Authority is funded by the City of Davison, Davison Township and Richfield Township, with one Station in the City of Davison and a Sub-Station in Richfield Township.

General Purpose: Responsible for all operations of Fire Department Services.

Supervision Received: Work is conducted under the direction of the Davison-Richfield Area Fire Authority Board. Daily work assignments are performed independently according to established procedures and practices and as required in response to various emergency situations with a low level of supervision.

Position Overview: This is a full-time, at-will salaried position that will average 40 hours per week. The position requires exceptional communication skills, ability to meet the department objectives and goals with and without direction. The Fire Chief plans and directly supervises the activities of firefighting personnel in preparation for and performance of response duties to fire, rescue and medical emergencies; supervises firefighting personnel to ensure that the fire department manual or procedures and department Personnel Manual are adhered to; participates in and conducts training; participates in fire prevention and community outreach.

Responsible for the development of the annual budget with assistance from the authority Treasurer and budget committee. Develop a plan for future capital expenditures and implement as necessary.

Minimum Requirements:

- Internal candidates must have minimum 10 years of experience on the department and hold the rank of Captain or better. A rank of Battalion Chief or higher is preferred. Any Captain making application must have held this rank for at least 5 years.
- External candidates must have at least 15 years of experience on an organized fire department and at a minimum hold the rank of Captain. The preferred candidate will have the rank of Battalion Chief or higher.
- Must possess extensive knowledge of principles, practices, procedures, equipment and apparatus of modern firefighting and rescue operations and have demonstrated the ability to apply them.
- Must have successfully completed Fire Officer I, II and III as prescribed by the Michigan Firefighters Training Council.
- Must have completed NIMS 100, 200, 700, 800. Must have completed NIMS 300 and 400 or agree to do so at the next available session.
- Must have completed Fire Inspector 1 or agree to do so within 2 years.
- Must possess a complete understanding of the intent and correct application of fire department rules, policies and standard operating guidelines.
- Must have completed advance training in fire administration and firefighting techniques and practices in accordance with NFPA 1710 requirements.
- Must possess the ability to prepare and administer an annual budget.
- Must possess and have shown the ability to deal tactfully and effectively with subordinates, peers, supervisors and administrative officials as well as the public.
- Must possess and have shown the ability to work in high stress emergency situations in a manner that will not needlessly endanger the safety of one's self, other personnel or equipment.

- Must possess the ability to evaluate high stress emergency situations and formulate strategies and action plans to safely and efficiently mitigate the situations.
- Must be able to explain and delegate tasks and duties to others as required.

Duties and Responsibilities:

- Serves as the Chief Executive Officer of the organization and is responsible to oversee the entire internal operation of the Davison/Richfield Fire Department.
- The Chief shall perform his/her duties in accordance with the Three Unit (3) Fire Authority Agreement and the established Department Rules and Regulations.
- The Chief will serve as both a Command and an Administrative Officer.
- Responsible for the development of department goals and objectives in conjunction with the appropriate Fire Authority Representative(s).
- Responsible for gathering appropriate budget information and the assembling of an annual budget to meet the needs of the Fire Department.
- Responsible for conducting required Right to Know Inspections and the needed reinspection and fire department documents in accordance with MIOSHA requirements.
- Responsible for all required inspections as outlined by the State Fire Marshal Division.
- Responsible to assure compliance of all Sara title III requirements.
- Responsible for the creation and updating of Standard Operating Procedures to help assure the safe and efficient operation of the Fire Department.
- Responsible for the review of all building plans and recommend changes where concerns are present.
- Responsible for the maintenance and updating of ISO records.
- Responsible for the inventory record of Department equipment and facilities including apparatus and the equipment contained on apparatus.
- Responsible for investigative records and statements pertaining to fires and other Fire Department related activities including accidents and medical response.
- Responsible for the following personnel functions:

- Development of annual appraisals for officers and firefighters.
- Administration of the officer selection process in accordance with the Rules and Regulations.
- Posting of personnel input sheets.
- Supervise and direct administrative clerk
- Responsible for maintaining original Fire Authority meeting minutes.
- Responsible for maintaining personnel files
- Any duties assigned by Fire Authority Board.

Interested Candidates can complete the attached application and return it with a resume to Tim Elkins Personnel Committee Chair at Davison Township 1280 N. Irish Road, Davison, MI 48423. Fax to 810-658-3435 or e-mail to cshields@davisontwp-mi.org.