

South Kalamazoo County Fire Authority
Fire Chief Job Description
Adopted: 08/17/2016

General Summary:

Employees of South Kalamazoo County Fire Authority (SKCFA) are “At will” employees. An employee has the right to terminate his/her employment at any time and for any reason, and the Authority has the right to terminate the employment of any employee at any time for any reason.

This is an irregular scheduled, exempt position responsible for managing the administrative role of the SKCFA. The normal work week for this position varies due to the unique nature of this position. It is subject to change when unexpected events require additional work hours.

The Fire Chief is responsible for the general administration of the fire authority including fire prevention and suppression activities. The mission of these roles is to minimize the loss of life and property due to fires. The Fire Chief is responsible for the overall direction of all emergency response activities involving the Fire Authority. He/she is the highest rank in the chain of command within the authority and may relieve any other officer or acting officer of command. This position is appointed by the Fire Authority board and reports directly to the Fire Commissioner/SKCFA board.

The Fire Chief shall submit a monthly report to the SKCFA board by the second Wednesday of each month unless an extension was approved for unusual circumstances. The report will include the number of alarms and a breakdown of types referenced in the National Incident Fire Reporting System (NFIRS). It will also include response times, a narrative of significant events, community service events, unusual encounters, and updates to compliance with the adopted strategic plan.

The Fire Chief shall receive an employee performance review every ninety days for the first year and annually thereafter by the Fire Commissioner/SKCFA board. If a review falls below an acceptable level, a follow-up review will take place ninety days later.

Essential Job Functions:

1. Preparation and reviews of fire authority budget(s).
2. Oversees the Administrative roles of the authority.
3. Plans, directs, and establishes goals for the authority.
4. Oversees the fire prevention and training criteria.
5. Directs fire protection operations to ensure compliance with local, state, and federal regulations.
6. Is responsible for all emergency responses. If unavailable, a replacement will be established as a duty officer.
7. Oversees the maintenance, repair, improvement, and replacement of essential equipment.
8. Establishes and maintains a close working relationship with local, state, and federal public safety departments. This ensures effective initial and mutual aid responses for the authority. All initial and mutual responses will include local protocols are followed and understood.
9. Ensure that a competent officer is in command at all major incidents.
10. Research and develop improvements in the fire protection field.
11. Make recommendations for changes in the improved department practices.

12. Preparing and maintaining department guidelines, procedures, and policies.
13. Oversees and delegates sections to company officers
14. Serves as the Fire Marshal for the SKCFA.
15. Enhances a recruitment and retention program for on call firefighters and explorers.
16. Serves as the Emergency Management Director for SKCFA. It is expected to have a close working relationship with the Kalamazoo County Emergency Management Coordinator.

Training and Experience

High School diploma

Associates in Fire Science Degree or equivalent (preferred)

State of Michigan Firefighter I and II

Valid State of Michigan Medical First Responder

Valid State of Michigan Emergency Medical Technician Basic (preferred)

State of Michigan Fire Officer I and II (one year to obtain from hire date)

Valid State of Michigan Firefighter Instructor (one year to obtain from hire date)

State of Michigan Hazardous Materials Operations

Valid State of Michigan motor vehicle operator's license

Physical Demands and Work Environment

The Fire Chief is required to have physical strength and agility sufficient to perform all firefighting activities.

Compensation

The Fire Chief may be compensated \$15,000 - \$20,000 base annual salary. Additionally the Fire Chief will be compensated on an hourly basis for responding to demand calls, work detail and training.