Title – Job Description – Fire Chief of the Department
Reports to: Township Board
Positions supervised: All officers and members
Employment status: Full-time salaried

Whitewater Township, situated in Grand Traverse County, Michigan is seeking qualified applicants to fill the vacant Fire Chief position. Whitewater Township is a 54 square mile quiet community with nearly half of the township as designated State recreation land and water. The remaining township consists of agriculture, residential, Tribal and a small commercial and industrial area.
The Whitewater Township Fire Department works out of a single station with modern equipment providing fire and EMS services to residents and visitors. The full-time fire chief will oversee a chain of command that consists of an Assistant Chief, Captain and 18 part paid firefighters that respond as needed when available.
The Fire Chiefs position is all encompassing with operational duties along with the expected administrative duties. The department is in a transitional period with the need for a leader to guide the way.

Please follow the link below to learn more about Whitewater Township and the emergency services.

https://www.whitewatertownshipmi.gov/

Broad Statement of Responsibilities:

Responsible for overseeing administration and all functions related to fire and emergency services provided by the Whitewater Township Fire Department. Responsible for the supervision, evaluation, discipline, and recommending hiring and discharge of all subordinate members of the fire department. Represents the fire department as the sole spokesperson with the media, various local and state committees, and community groups.

Specific Duties and Responsibilities:

1. Plans, develops and oversees administrative direction of the fire department to ensure safe and efficient operation in carrying out services as determined by the Township Board; establishes standards for performance and safety; ensures that qualified personnel are trained and properly supervised to fulfill overall responsibilities of the department.

2. Oversees and administers fire department activities and functions, including recruiting firefighters to ensure the availability of appropriate firefighters on the staff; ensure firefighting force has been provided with appropriate equipment, training, supervision and support to serve the township at the highest possible level.
3. In conjunction with the township supervisor, prepares an annual budget for Township Board approval and administers the fire department's annual budget; monitors budget to ensure adherence to budgetary control, oversees personnel administration function within the department, including reviewing time sheets/run sheets.
4. Develops long-range plans for maintaining effective operations of the department; researches, evaluates and recommends acquisition of facilities, firefighting equipment and supplies; reviews vendors' invoices and other bills for purchases of supplies and equipment; oversees organization, development and scheduling of effective training programs for firefighters.
5. Responds to fire and medical/rescue calls as necessary and assumes scene command when appropriate.
6. Conducts and/or participates in various department and township meetings; also represents township on various fire chief/fire department committees at state and local level.
7. Represents fire department in meeting the public and public speaking engagements.
8. Attends special technical training sessions to maintain and/or enhance knowledge of firefighting techniques, methodologies, and management skills.
9. Oversees maintenance of site and pre-incident planning files; reviews building plans prior to new construction as necessary; directs investigations into causes of fires.
10. Supports the zoning ordinance official, responds to complaints and issues appropriate
11. notices to property owners; follows up regarding complaint disposition as necessary.
12. Performs other duties and responsibilities as directed by the Township Board.

The above is intended to describe the general content of requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

Knowledge, Skills & Abilities:

1. Associate's degree, with 10 years of responsibility in fire suppression, prevention, training, and administration; knowledge of state laws relative to labor, haz-mat, ordinances, codes, and modern firefighting 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 secure and maintain state certifications, knowledge of National Fire Protection Association (NFPA) code and ordinances associated with areas of enforcement responsibility; ability to command firefighters and equipment in emergency situations.
4. Ability to work in all weather conditions and occasionally in extremely hazardous conditions; must be able to climb ladders and work effectively at scene of emergency; valid driver's license required to travel about township and elsewhere in serving township; ability to operate a wide variety of firefighting equipment and apparatus; also requires manual dexterity to operate computers efficiently; occasionally requires lifting heavy fire/rescue equipment and supplies weighing 50 pounds or more.

Minimum Required Qualifications/Certifications:

- An associate's degree from an accredited college or university, with 10 years of responsibility in fire suppression, prevention, training, and administration; knowledge of state laws relative to labor, haz-mat, ordinances, codes, and modern firefighting techniques and methods. A combination of experience and certifications will be considered in lieu of an Associates degree.
- 10 years' tactical experience.
- Minimum of 3 to 5 years of command experience, attaining the position of captain or higher.
- Minimum of 3 to 5 years of fire service budget experience.
- Michigan Fire Fighters Training Council or national certification in all of the following:
    - Fire Fighter I & II
    - Hazard Material Operations
    - Fire Officer III
    - VFIS Emergency Vehicle Driver Training or equivilant
    - Medical First Responder
    - ICS 100, 200, 300, 400, 700 & 800
- Must be able to obtain MFFTC Certified Fire Chief within the time specified in PA 291 of 1966.
- Valid Michigan driver's license.

Preferred Qualifications:

- MFFTC Certified Fire Inspector
- MFFTC Certified Training Instructor
- EMT-B or higher

This page is dedicated to the timeline and instructions for submitting a resume packet as well as the interviewing process as determined by the Township Board.