

JOB DESCRIPTION

CHIEF OF DEPARTMENT

Shall be appointed annually by the Clio Area Fire Authority.

The Chief shall be the chief executive officer and shall be responsible to the Clio Area Fire Authority Board for the proper administration and efficient operation of the department.

The Chief of the department is the executive head of the Fire Department and shall have full charge of the extinguishments of fires, abatement of other emergency situations and the necessary and incidental protection of property in connection therewith as may fall under the guidelines of the Department.

ADMINISTRATIVE

1. Shall effect such organization of the department outlined by the Clio Area Fire Authority Board essential for its efficient operation. He shall formulate plans designed to prepare the department for operations under emergency and disaster conditions.
2. Shall supervise the administrative activities of the department, including the regulation and assignment of personnel, scheduling of personnel and equipment, prepare budgets and maintain records and reports.
3. Shall prepare monthly activity reports and submit them to the Board.
4. Shall plan, direct and manage the operation of the Department, coordinate functions and activities through review with subordinate officers, and develop long-term plans for improving and obtaining a more efficient operation.
5. Shall be responsible for the enforcement of rules, regulations, policies, and orders of the department, all laws and ordinances of the City of Clio, Townships of Thetford and Vienna, the State of Michigan, and Federal laws applicable to the department. Shall recommend policies to the Board to maintain and establish controls for enforcing laws and ordinances to protect lives and property and review proposals with the Board for implementing policies.
6. Shall administer programs on training of fire-fighting personnel in methods of fire fighting and use of equipment.
7. Shall administer programs on fire prevention, including inspections, investigation and promotion, including the enforcement of programs of Federal, State and Local Laws.
8. Shall develop and implement administrative policies designed to maintain or increase the general efficiency and effectiveness of the Department.
9. Shall act as appointing officer under Board provisions for the appointing of any employee for the Fire Department.
10. Shall assign officers to administer the work of the Department and shall hold them responsible for the proper administration of such offices submitted to their charge.
11. Shall exercise full supervision of employees of the Fire Department, through reports and conferences and through subordinate officers.
12. Shall carefully observe the general attitude and morale of the officers, discipline members of the department.
13. Whenever advisable, may call a meeting of any department officers or members.
14. Shall hold subordinate officers responsible for any negligence in the enforcement of laws, ordinances, rules, regulations, policies or orders applicable to the department.
15. Shall review and make recommendations to the Board on all personnel or operational problems, which do not come under the scope of Administrative responsibility. Those problems within the scope of Administration will be directly solved by appropriate action by the chief to assure compliance of his orders.

16. Shall report to the Board any member who, by reason of disease, accident or other incompetence, does not or cannot fully and promptly perform the duties required of him or her.
17. Shall regulate the manner of wearing various departmental uniforms and appurtenances.
18. Shall administer programs to direct the maintenance, repair and improvement of firefighting equipment, station houses, and all other properties of the Fire Department.
19. Shall recommend to the Board the selection of new station sites, changes in location of existing, construction of new stations, purchase of new apparatus, hose or equipment.
20. Shall direct the manner of keeping accurate records of all business transacted by the Department and the inventory of all department property, which is under his control.
21. Shall keep well informed of conditions in operating efficiency of its apparatus and equipment.
22. Shall supervise and maintain a procedure for granting of burning permits by the Department.
23. Reviews with citizens, groups, and representatives of organizations, all complaints, activities of the department, and other matters of public interest; carries on activities in the development of good public relations and the promotion of good will, including the making of public addresses and other appearances and presentations.

EMERGENCY SCENE OPERATIONS

1. Shall see that provision is made for making proper response to alarms of emergencies, including the scheduling of stand-by manpower to extinguish fires and the necessary and incidental protection of property in connection herewith.
2. In the event of a conflagration or emergency, requiring the services of more than the available officers and members of the department, he shall have full authority to take all necessary steps and prescribe all necessary restrictions and requirements to protect persons and property until the dangerous condition is abated.
3. Shall implement the Incident Command System to the extent warranted by the nature of the incident.

SPECIAL DUTIES

1. Under the Clio/Vienna/Thetford Area Emergency Response Plan, shall act as the "Local Civil Defense Liaison" to coordinate disaster planning and response for the respective area with county officials.

QUALIFICATIONS

Shall have a minimum of ten (10) years experience in the fire service.

Shall have a minimum of five (5) years experience as an officer.

Shall have demonstrated administrative abilities.

Shall have a working knowledge of the Incident Command System.

A Fire Science Degree, National Fire Academy Fire Officer Training Classes, management and leadership training programs and/or previous management experience is desired and will be given consideration at time of interview.