



## Fire Chief

The Fire Chief is the highest-ranking position in the Fire Department. Under the direction of the Township Supervisor, performs a variety of administrative, technical, and supervisory work in planning, organizing, directing, and implementing all operations of the Fire Department including fire prevention, fire suppression, and emergency medical services in order to prevent or minimize the loss of life and property by fire and emergency medical conditions.

### ESSENTIAL DUTIES

#### Department Operations

Oversees all fire and EMS operations; establishes policies and procedures; implements directives from the Township Board; plans and implements fire and EMS programs; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies; attends conferences and meetings to keep abreast of current trends in the field; represents the Township fire/EMS departments in a variety of local, county, and state meetings.

#### Annual Budget

Prepares an annual budget for the fire department, operations and capital planning; implements approved budget; evaluates the need for and recommends the purchase of new equipment and supplies; oversees the cost recovery ordinance.

#### Incident Response

Responds to alarms and assumes command of incidents as required. Serves as spokesperson for the department. Prepares draft press release information for dissemination to the public; meets with other local fire/EMS officials to coordinate all aspects of mutual aid activities.

#### Administration

Oversees records maintenance including mandated reports, and equipment and vehicle records; serves as member of the Township management team attending internal, Board, and external meetings; prepares and submits reports on department activities; prepares a variety of other reports, including the annual report.

#### Personnel Management

Assigns personnel and equipment to duties and uses as the service requires; responds to grievances and maintains departmental discipline, ensures federal, state, and local training requirements are being met.

### PREREQUISITES & QUALIFICATIONS:

- Fire Fighter I & II
- Fire Officer 2
- Fire Instructor I
- Associate degree (Bachelor preferred)
- Minimum 10 years fire service experience with at least 5 years in a command position
- Physically fit to do the job

### COMPENSATION & BENEFITS:

- |                                                     |                  |
|-----------------------------------------------------|------------------|
| • Salary dependent on qualifications and experience | • Life Insurance |
| • Group Health Insurance                            | • STD/LTD        |
| • Paid Time Off (PTO) & Holidays                    | • 401a           |

**Submit Resume/application and certifications to the Charter Township of Alpena, ATTN: Supervisor, 4385 US 23 N, Alpena, MI 49707 or [kaszubowskia@alpenatownship.com](mailto:kaszubowskia@alpenatownship.com).**