



OSHTEMO CHARTER TOWNSHIP JOB POSTING



Fire Chief

Oshtemo Charter Township is seeking an experienced candidate for the Fire Chief position.

GENERAL SUMMARY:

Under the direct supervision of the Township Supervisor, this is a department head level position. It is a highly responsible position requiring abundant self-motivation. Strong leadership qualities are necessary in the management of personnel, programs, and emergency scenes. In addition to minimal emergency response duties, this person shall perform various administrative functions within the Fire Department. This is a full-time, FLSA exempt position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting. Some work will be accomplished in a vehicle, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office like settings and loud at emergency scenes.

REQUIREMENTS:

- Must be 21 years of age or older.
- Must possess, or be able to obtain by time of hire, a valid Michigan State driver's license without record of suspension or revocation in any State.
- No felony convictions or disqualifying criminal histories within the past ten years.
- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.

PHYSICAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this firefighting and rescue job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, climb, and hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb stairs, stoop, kneel, and crouch.
- Ability to clearly hear and use telephones and other two-way communication devices.
- While performing the duties of this job, the employee will infrequently be required to balance on a 1 ½" beam, climb exterior ladders to a height of 100', drag a weight of up to 145 pounds for 40 feet horizontally and up and down 23 steps, wear physically constrictive and confining safety gear, maintain respirator certification by a medical professional, and crawl into progressively confining spaces.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision,

distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, and textures associated with job-related objects, materials, and tasks.
- Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, violence, noise, machinery, electrical current, wetness, disease and/or dust, may cause discomfort and where there is a significant risk of injury.
- Note: The degree and frequency of physical demands versus clerical type duties will be dependent upon the specific rank. i.e., A chief officer will be less likely to engage in strenuous physical activities associated with hands-on firefighting than that of a Captain or firefighter.

TYPICAL RESPONSIBILITIES:

- Provides leadership and vision to, for, and with the organization.
- Provides representation of the organization on local, state, and international bases.
- May be required to respond to, and perform at, any type of emergency.
- Enter immediately dangerous to life and health (IDLH) environments.
- Document events in reports – handwritten and typed.
- Accepts the responsibility for a variety of administrative functions.
- To remain current on procedures and practices, employee shall participate in educational seminars, meetings, and classes.
- Manages the Fire Department cooperatively with Township, County and State agencies in relation to Fire and EMS services.
- Performs a variety of other related duties as required or assigned.

TOOLS & EQUIPMENT USED INCLUDE:

- Motor vehicles – large and small
- Two-way radio equipment
- Personal pager
- Personal computer and related equipment
- Calculator
- Telephone
- All types of EMS and Fire equipment.

MINIMUM EMPLOYMENT QUALIFICATIONS:

RESIDENCY REQUIREMENT:

- Per allowance of Michigan Compiled Laws 15.601-15.603 (Public Act #212 of 1999 or "Residency Act") fulltime fire personnel may not establish residency further than 20 miles from the nearest Oshtemo Township border.

VEHICLE DRIVERS LICENSE REQUIREMENT:

- Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.).

LICENSING/CERTIFICATION(S):

- Michigan Medical First Responder (MFR).

TELEPHONE SYSTEM:

- Must maintain a mobile telephone system.

EDUCATION:

- Bachelor's degree or higher. Preference will be provided for Fire Science or in a management field applicable to the fire and EMS services.
- Michigan Fire Fighter Level II or equivalent

- Michigan Medical First Responder
- Fire Officer Certification.

EXPERIENCE:

- Ten (10) years of fire service experience.
- Experience in driving and operating emergency fire service vehicles.
- Experience in program management and administrative duties.
- Six (6) years of providing direct personnel supervision.
- Eight (8) years of routinely providing incident command services.
- Skilled in the use of typical office software i.e., Microsoft Word, Excel and PowerPoint.

DESIRABLE QUALIFICATIONS:

EDUCATION:

- Master's degree or higher in a management field applicable to the fire and EMS services.
- Michigan Fire Officer III Certification and/or National Fire Academy's Executive Fire Officer (EFO) certification and/or Chief Fire Officer (CFO) professional credentialing.

EXPERIENCE:

- Skilled in the use of computer programs that relate to fire and emergency services.
- Twelve (12) years of fire service experience.

FLEXIBILITY OF RANK:

It is expected that it will be periodically necessary for members to temporarily perform the duties of position(s) higher or lower than their own during brief absences of that person. This will occur with no change in compensation.

STATEMENT OF STIPULATION:

The previous information represents guidelines; alternative qualifications and conditions may be substituted if sufficient to perform the duties required by this position.

This rank description shall not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of this position. The incumbent will be required to perform job related responsibilities and administrative functions / tasks other than those stated in this description.

This rank description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

COMPENSATION AND BENEFITS:

The salary range for the Fire Chief position is \$80,000 - \$95,000. Oshtemo Charter Township offers a generous benefits package that includes family medical, vision and dental insurance through Blue Cross Blue Shield of Michigan, basic life, AD&D, short-term and long-term disability insurance; 401(a) with up to 8% Township contribution; 457 plans; Paid Time Off; and 12 paid holidays each year.

For additional information, please view the community profile here:

<https://oshtemo.org/wp-content/uploads/2021/10/Community-Profile-Fire-Chief-10.12.21-1.pdf>

**To apply, please submit your cover letter & resume to
Sara Feister in HR at sfeister@oshtemo.org**

It is the policy of Oshtemo Charter Township to hire the job applicants it believes to be the best qualified. Oshtemo Charter Township, and all its employees, shall sustain and adhere to the principles of equal opportunity, in compliance with all pertinent, federal, state, and local rules, regulations and laws governing fair employment. Employment selection and all other employment decisions are made without regard to race, color, creed, religion, national origin, sex, non-disqualifying disability or handicap, age, height, weight, veteran status, marital status, familial status, sexual orientation, gender identity, or any other reason prohibited by law. Oshtemo Township is an equal opportunity employer by choice. Minorities are encouraged to apply.