



Grayling Public Safety
Fire Division
Doug Baum - Director ~ Mark Brown - Fire Chief
1041 City Blvd. Grayling, MI 49738
Phone: (989) 348-6319 Fax: (989) 344 -0931

Job Title: Fire Chief

Department: Grayling Public Safety, Fire Division

Reports Directly To: City Manager / Director

Schedule: 40 hours weekly and as needed for meetings, special events, and emergency response

FLSA: Salary Exempt

Job Scope:

The Fire Chief is the Chief Executive Officer of the Fire Department, recommended by the Fire Committee, City Council and Township Board, appointed by and responsible to the City Manager / Director for the effective, efficient, and legal conduct of the fire department and its employees. The Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing all aspects of the fire department. Such work includes, but is not limited to, creating, and maintaining department policies and budgets, ensuring required records are submitted complete and accurate, and ensuring all department services are continually monitored to prevent the loss of life and property by fire and/or emergency medical conditions. Establishes strategies for managing emergency situations and directs firefighting members into specific actions. Ensures that officers coordinate drills and instruct firefighting personnel. Performs public education activities and coordinates various operations within the department. Responsible for the direction and discipline of subordinate personnel. Responsible for the overall effective and efficient use of apparatus, equipment, and personnel and operating within the incident command system structure.

Minimum Required Knowledge, Skills and Attributes:

High School Diploma or GED Equivalent

Valid Michigan driver's license

State of Michigan Firefighter I & II certification

Hazmat Operations certification or higher

Fire Officer I, II & III certification

Instructor I certification

NIMS certification, 100, 200, 300, 400, 700, 800

Ten (10) years active firefighting experience

Three (3) years as Captain or in a leadership position higher than Captain

Fire Inspector I licensure (preferred, will be required)

EMT-B or higher medical licensure (preferred, but not required)

BLS Instructor (preferred, but not required)

Associate Degree or higher in Fire Science, Public Service or another related field (preferred, but not required)

Reside within Crawford County or a contiguous county within 6 months of employment



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Minimum Required Knowledge, Skills and Attributes (Continued):

Sound judgement, professional conduct, commitment to service and community, proven leadership skills are the prime factors of this position.

Can demonstrate the ability to perform and lead others calmly and efficiently in crisis situations.

Has working knowledge of and the ability to maintain accurate records and prepare timely reports required by various city, state and federal organizations and agencies.

Demonstrates the strength, knowledge, and endurance to perform firefighting and departmental duties.

Essential Functions

Strategic:

Plans, directs, and prioritizes strategic goals and operations of the Fire Department.

Ensures total operational effectiveness of the Fire Department.

Researches, develops, writes, and presents the annual department operating budget for submittal to the Fire Committee, City Council and Township Board.

Develops a capital budget forecast and maintains a vehicle replacement schedule.

Develops plans designed to maintain department efficiency and responsiveness.

Communicates strategic projects and initiatives to Fire Department personnel.

Public Relations:

Develops and maintains professional relationships with community members, community leaders, community organizations as well as with staff, other fire departments and agencies and the general public.

Participates in problem solving involving community affairs and other departments and makes recommendations.

Attends various meetings representing the Fire Department including association and community meetings.

Responds professionally and tactfully to public requests and questions, explaining department policies and procedures and handle complaints.

Advises Fire Committee and other government officials of Fire Department operations and progress.

Develops partnerships with various agencies and partners to build relationships and reduce costs.

Supervision:

Plans, directs, and controls department activities such as the recruitment of personnel, purchase of equipment, assignment of officers and equipment, accreditation requirements, and budgeting and control of expenditures.

Counsel Officers and administrative support personnel to ensure effective, equitable, and fair compliance with all policies, procedures, SOG's and Directives.

Coach, instruct, and guide assigned unit personnel in all facets of department operations and leadership objectives.

Analyzes and resolves operational and procedural problems.



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Provides direction on major projects or problem areas.
Recommends, appoints, and oversees department training officer responsible for department training and safety ensuring all fire personnel meet State and Federal requirements.
Develops and implements policies and procedures applicable to administrative functions and provides policy guidance and leadership.
Identifies leadership development opportunities for department personnel and establishes a leadership development program.

Other:

Demonstrates sound professional work ethics in alignment with the AHJ's core values.
Responds to emergencies to provide fire suppression, rescue, and other assistance to the public with other Fire Department personnel. Responds to mutual aid calls and participates in MABAS activities.
Participates in community education and community relations events.
Participates in monthly department trainings, department meetings, Township Board meetings, Fire Committee meetings and other meetings as needed.
Operates department emergency vehicles in a safety-conscience manner.
Performs other assigned duties and tasks as required.

Compensation and Benefits:

\$55-\$65K base salary, overtime exempt (based on qualifications)
Call pay
Medical health insurance
Municipal Employee Retirement System (MERS) contributions
Vacation, sick leave, personal, comp time