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TRUSTEE

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TRUSTEE

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TRUSTEE

VASILIKI CHRISTOPOULOS  
TRUSTEE

## FIRE CHIEF POSITION

The Township Fire Department is a combination department consisting of full time and paid on call fire personnel who annually respond to 350-400 calls for service in a geographical area of 15.5 square miles. Over 80% of our community is comprised of single family homes, the remainder includes three commercial areas, five senior housing facilities, three large medical service developments, two apartment complexes and three mixed use office/retail with residential condominiums. Grand Rapids Township is also home to three elementary, a middle and high school, along with the Fredrick Meijer Gardens and Sculpture Park and Kuyper College.

Our mission is to provide effective, efficient and risk managed fire service response, extensive fire staff training and fire prevention, and educational opportunities for students, residents and our guests.

The successful candidate will possess a strong work ethic, integrity, proven leadership and management skills in addition to having a commitment to team building with organizational and planning abilities.

The candidate must have experience with administrative responsibilities for planning and directing work activities and daily operations as set forth in the Township policies, while staying within budgetary constraints.

A Bachelor's Degree from an accredited college or university is desired as are supervisory and management experience.

The starting salary is \$65,000 with an increase subject to a positive job review after six months of employment. This position will remain open until filled. A complete job description is attached.

To learn more about Grand Rapids Township visit [www.grandrapidstwp.org](http://www.grandrapidstwp.org).

Please submit a cover letter and a resume to:

Michael J. DeVries Supervisor  
Grand Rapids Charter Township  
1836 E. Beltline N.E.  
Grand Rapids, MI 49525

## GRAND RAPIDS CHARTER TOWNSHIP

### POSITION DESCRIPTION

**Title:** Fire Chief  
**Department:** Administration  
**Employment Status:** Exempt

#### **BROAD STATEMENT OF RESPONSIBILITIES:**

To plan, administer and coordinate a Township Fire Department. To coordinate and direct general operation duties and personnel of the Fire Department. To assume responsibility for the proper care and maintenance of records, administration, staff, and other work as required.

#### **SUPERVISION RECEIVED:**

Work is performed under the general direction of the Township Supervisor.

#### **SUPERVISION EXERCISED:**

Supervision is exercised over all Fire Department personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Fire Chief shall be the administrative officer of the Fire Department.

The Fire Chief shall assume command of public safety operations for Grand Rapids Charter Township during disaster incidents.

The Fire Chief is responsible for the maintenance and enforcement of effective discipline and the supervision of Fire Department work and condition of the department, and shall exercise such authority with regard thereto as may be directed by the Township Supervisor.

The Fire Chief has the power to promulgate such orders to the personnel of the Fire Department as deemed proper, and it is the duty of the members of the Fire Department to render to the Chief's orders implicit obedience. Such orders shall be in conformity to the law, the rules and regulations of the Fire Department and to the personnel rules.

The Fire Chief has the authority to discipline and/or suspend without pay, any Fire Department employee for violating any rule, regulation or order of the Fire Department.

The Fire Chief has the authority to recommend the hiring and discharging of Fire Department personnel.

The Fire Chief must possess the ability to assume duties of a Fire Fighter.

The Fire Chief shall so organize the office that at all times when he/she is absent, it shall be under the command of a superior officer designated by the Fire Chief. The officer in command shall be regarded, for the time being as the representative of the Fire Chief, and as such, the Chief's directions shall be obeyed throughout the Department.

**TYPICAL EXAMPLES OF WORK:**

The Fire Chief shall plan, administer and direct a township Fire Department.

Direct and supervise the activities of subordinate personnel within the Fire Department.

Determine the assignment and use of personnel and equipment.

Direct the making of work assignments and inspect the proper performance of assigned duties.

Promote the programs of the Fire Department at various community organizations.

Develop reporting systems necessary to evaluate the activities and programs of the Fire Department and contracted services.

Direct the purchase and replacement of Fire Department equipment.

Prepare an annual Fire Department budget.

Direct the effective handling of citizen's inquiries as they relate to the Fire Department.

Coordinate the activities of the Fire Department with other township departments.

Direct the investigations of department personnel in cases of misconduct.

Conduct oral interviews of candidates for promotion or transfer.

Take disciplinary and commendatory actions as required.

Perform related work as required.

Advise the Township Supervisor regarding Fire Department activities.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- Bachelor's degree.
- Necessary knowledge, skills and abilities.

## **TOOLS AND EQUIPMENT USED:**

- Motor vehicles, phones, mobile radios and personal computers, including word processing.
- Axe, fire hose, halligan tool, self-contained breathing apparatus, mechanical saws, positive pressure fans, jaws of life, and shears.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work is performed in variety of settings, in the office and outdoors. Hand-eye coordination is necessary to operate computers, office equipment and radios.

While performing the duties of this job, the employee is occasionally required to sit; climb or balance; taste or smell. The employee is frequently required to stand, walk, stoop, kneel, crouch, or crawl; reach with hands or arms, talk, hear, and use hands to handle and feel. The employee may also run, and climb fences and ladders.

The employee is occasionally required to lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT:**

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. Frequently the employee works near moving mechanical parts and in outdoor weather conditions.

The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

## **PERFORMANCE REQUIREMENTS:**

An employee in this position will have their performance evaluated based on the expectations of the position as set forth in the job description for the position, the goals and objectives set for the position, and any additional written standards set for the position. An employee will be reviewed using the following factors:

- Analytical Skills
- Cooperation – Teamwork – Adaptability
- Customer Service

- Job Knowledge
- Communication – Verbal, Written, Listening
- Quality and Quantity of Work
- Safety and Security
- Leadership
- Managing Others
- Cost Consciousness
- Planning and Organizational Skills
- Project Management Abilities

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment for that position.

The job 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 the requirements of the job change.

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By order of the Township Supervisor  
2018