



GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number:

104.00

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Section:

Organizational Information

Subject:

JOB DESCRIPTION – CHIEF

By Order of Fire Chief Patrick J. Parker

I. Scope

This is a highly responsible supervisory and administrative position in planning, organizing, and directing all activities of the Grand Traverse Metro Emergency Services Authority (*GTMESSA*).

II. General

Performing under the general direction of the Metro Board, the position of Chief involves the responsibility for the administration and coordination of all Grand Traverse Metro Emergency Services Authority (*GTMESSA*) activities. The Chief is responsible for the establishment of policies, procedures, and regulations, including those pertaining to fire fighting and fire prevention operating standards within the limitations of laws, regulations, and policies from a higher authority.

Work also includes the preparation of the annual budget; recommendations for capital improvements; administration of a comprehensive personnel program, which includes selection, placement, discipline, and in-service training.

Work includes response to incidents and performs command functions as necessary. This is a salaried position requiring a 40-hour work week, subject to call-back at any time with no overtime.

III. Essential Functions

- A. The Chief directly, or through subordinates, supervises all employees of the Grand Traverse Metro Emergency Services Authority (*GTMESSA*).
- B. Is primarily responsible for planning
- C. Takes personal command of the activities at all major fires/incidents
- D. Approves training plans and programs for *GTMESSA* to maintain efficiency
- E. Exercises purchasing and budgetary controls; reviews and gives departmental approval to specifications for new apparatus and equipment.
- F. Directs the preparation and analysis of department records and reports to secure efficient operations to meet service demands and to comply with authorized requests for information regarding department activities and personnel.
- G. Attends national, regional, state, and local conferences, conventions, and other educational meetings to keep abreast of modern emergency service methods and administration.
- H. Maintains awareness of local, state and national legislative issues as it pertains to emergency services, including contacts with elected officials.
- I. Directs and participates in planning, organizing, and conducting a strong district wide fire prevention educational program. Cooperates with other local, state, and federal organizations to improve fire fighting and related methods and techniques.
- J. Addresses civic clubs and other groups regarding the activities and programs of the Fire Department to explain and promote public understanding of its operations.

IV. Required Qualifications

- A. Michigan Firefighters Training Council Certifications: Level I & II Firefighter; Hazardous Materials Operations Level; Drivers Training; Fire Officer III; ICS; and Certified FF I & II Instructor.
- B. Possess a Bachelors degree in fire science, fire administration, business administration or related field from an accredited college or university.
- C. Minimum of 15 years tactical experience in a volunteer/part-paid or combination department.
- D. Minimum 10 years experience as a command officer.
- E. Shall meet the minimum physical and mental requirements as denoted in NFPA 1582 as determined by the fire department physician.
- F. Possess a Basic Emergency Medical Technician License.
- G. Possess an unrestricted Michigan Drivers License.
- H. Must be thoroughly familiar with and be able to initiate and manage an incident according to the National Incident Management System (NIMS).

V. Desired Qualifications

- A. Designation from the National Fire Academy's Executive Fire Officer Program is desired.
- B. A Masters Degree in fire science, fire administration, business administration or related field from an accredited college or university is desired.

VI. General Prerequisite Knowledge

The position of Chief will require advanced administrative, financial, communications, political, legal, managerial, analytical, and information management.

VII. General Prerequisite Skill

The position requires the ability to effectively apply the prerequisite knowledge.

VIII. Human Resource Management

This duty involves utilizing human resources to accomplish assignments in accordance with safety plans and in an efficient manner. This duty also involves evaluating member performance and supervising personnel during emergency and non-emergency work periods, according to the following job performance requirements.

Assign tasks or responsibilities to unit members, given an assignment at an **emergency operation**, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

A. Requisite Knowledge

Verbal communications during emergency situations, techniques used to make assignments under stressful situations, and methods of confirming understanding.

B. Requisite Skills

The ability to condense instructions for frequently assigned unit tasks based on training and standard operating procedures.

Assign tasks or responsibilities to unit members, given an assignment under **non-emergency conditions** at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.

A. Requisite Knowledge

Verbal communications under non-emergency situations, techniques used to make assignments under routine situations, and methods of confirming understanding.

B. Requisite Skills

The ability to issue instructions for frequently assigned unit tasks based on department policy.

Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently, and as directed.

A. Requisite Knowledge

Verbal communication techniques to facilitate learning

B. Requisite Skills

Distribute issue-guided directions to unit members during training evolutions

Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.

A. Requisite Knowledge

The signs and symptoms of member-related problems, causes of stress in emergency services personnel, and adverse effects of stress on the performance of emergency service personnel

B. Requisite Skills

The ability to recommend a course of action for a member in need of assistance

Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.

A. Requisite Knowledge

Human resource policies and procedures

B. Requisite Skills

The ability to communicate orally and in writing and to relate interpersonally

Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and supervised during the completion of the assignments.

A. Requisite Knowledge

Principles of supervision and basic human resource management

B. Requisite Skills

Plan and set priorities

IX. Community and Government Relations

This duty involves projecting a positive image of emergency services to the community, according to the following job performance requirements:

Attend, participate in, and assume a leadership role in community events in order to meet community needs and enhance the image of GTMESA.

A. Requisite Knowledge

Community demographics, community and civic issues, effective customer service methods, and formal and informal community leaders

B. Requisite Skills

The ability to communicate orally and familiarity with public relations

Monitor, local, state and federal legislative activities, given fire service issues, in order to enhance the effectiveness of the fire department.

A. Requisite Knowledge

Community demographics, issues, and needs; formal and informal community and legislative leaders; and familiarity with legislative processes

B. Requisite Skills

The ability to communicate orally and in writing

X. Administration

This duty involves long-range planning and fiscal projections, according to the following job performance requirements:

Develop a comprehensive long-range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met.

A. Requisite Knowledge

Policies and procedures, physical and geographic characteristics, demographics, community plan, staffing requirements, response time benchmarks, contractual agreements, and local, state/provincial, and federal regulations.

B. Requisite Skills

The ability to communicate orally and in writing and familiarity with fiscal analysis, public policy processes, forecasting resources, and analyzing current

Evaluate and project training requirements, facilities, and buildings needs, given data that reflect community needs and resources, to meet departmental training goals.

A. Requisite Knowledge

Policies and procedures, physical and geographic characteristics, building and fire codes, departmental plan, staffing requirements, training standards, needs assessment, contractual agreements, and local, state/provincial, and federal regulations.

B. Requisite Skills

Communicate orally and in writing and be familiar with fiscal analysis, forecasting needs, and analyzing data.

XI. Inspection and Investigation

This duty involves evaluating inspection programs to determine effectiveness and developing public safety plans, according to the following job performance requirements.

Evaluate and identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another; given an occupancy, to evaluate the development of a pre-incident plan for any of the following occupancies:

Public assembly	Industrial
Educational	Manufacturing
Institutional	Storage
Residential	Mercantile
Business	Special properties

A. Prerequisite Knowledge

Fire behavior, program evaluation, building construction, inspection and incident reports, detection, alarm and suppression systems, and applicable codes, ordinances, and standards.

B. Prerequisite Skills

Use evaluative methods, to communicate verbally and in writing, and to organize.

Develop a plan, given an identified fire safety problem, to facilitate the approval for a new program, legislation, public education, or fire safety code.

A. Prerequisite Knowledge

Policies and procedures; and applicable codes, ordinances, and standards, and their development processes.

B. Prerequisite Skills

Evaluate methods, to use consensus-building techniques, to communicate verbally and in writing, and to organize.

XII. Emergency Service Delivery

This duty involves developing plans for major disasters, according to the following job performance requirements:

Develop a comprehensive disaster plan that integrates other agencies' resources, given data, in order to rapidly and effectively mitigate the impact on a community.

A. Requisite Knowledge

Major incident policies and procedures, physical and geographic characteristics, demographics, target hazards, incident management systems, communications systems, contractual and mutual-aid agreements, and local, state/provincial, and federal regulations and resources.

B. Requisite Skills

Communicate orally and in writing and to organize a disaster plan; and familiarity with inter-agency planning and coordination.

Develop a comprehensive plan, given data (including agency data), so that the agency operates at a civil disturbance, integrates with other agencies' actions, and provides for the safety and protection of members.

A. Requisite Knowledge

Major incident policies and procedures, physical and geographic characteristics, demographics, incident management systems, communications systems, contractual and mutual-aid agreements, and local, state/provincial, and federal regulations and resources

B. Requisite Skills

Communicate orally and in writing and to organize a disaster plan; and familiarity with inter-agency planning and coordination.

XIII. Safety

This duty involves administering a comprehensive risk management program, according to the following job performance requirements:

Maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage accidents are reduced.

A. Requisite Knowledge

Risk management concepts, retirement qualifications, occupational hazards analysis, and disability procedures, regulations, and laws

B. Requisite Skills

Communicate orally and in writing, to analyze data, and to use evaluative methods.