



# GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number: <b>104.00</b>	Effective Date:	02/20/2024
	Revised:	09/21/2010
		10/27/2011
		11/17/2022
Reviewed:	09/27/2023	
	02/09/2024	
Section:	<b>Organizational Information</b>	
Subject:	<b>JOB DESCRIPTION – FIRE CHIEF</b>	
By Order of Grand Traverse Metro Emergency Services Authority Board		

## I. Summary

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

Work includes response to incidents and attendance of relevant meetings. This is a salaried position, subject to call-back at any time with no overtime.

## II. Essential Functions

- A. The Chief directly, or through subordinates, supervises all employees of GTMESSA and ensures the mission, vision, and values of GTMESSA are upheld.
- B. Preparation of the annual budget; including recommendations for capital improvements.
- C. Is responsible for long-range strategic planning given community requirements, current GTMESSA status, and resources, so that the future needs of the community are met.
- D. Takes command of the activities at major fires/incidents, if necessary.
- E. Ensures training plans and programs for GTMESSA are maintained.
- F. Exercises purchasing and budgetary controls.
- G. Reviews and gives departmental approval to specifications for new apparatus and equipment.
- H. Monitors the preparation and analysis of department records and reports to ensure efficient operations and meet service demands.
- I. Authorizes contracts between GTMESSA and vendors and negotiates, as needed.
- J. Directs and navigates the collective bargaining process while maintaining a positive working relationship as well as protecting the needs of GTMESSA.

- K. Comply with authorized requests for information regarding department activities and personnel.
- L. Attends national, regional, state, and local conferences, conventions, and other educational meetings to keep abreast of modern emergency service methods and administration.
- M. Creates and sustains relationships with local, state, federal organizations, and other partners to improve firefighting/rescue methods and techniques.
- N. Maintains awareness of local, state, and national legislative issues as it pertains to emergency services, including contacts with elected officials.
- O. Participates in planning and organizing a strong district wide fire prevention and public educational programs.
- P. Addresses civic clubs and other groups regarding the activities and programs of the GTMESA to explain and promote public understanding of its operations.
- Q. Maintains memberships and relationships with civic clubs and other groups to project a positive image of emergency services to the community.
- R. Ensure compliance with effective human resource principles, policies, and guidelines.
- S. Oversees and ensures fiscal responsibility for personnel, wages, benefits, and other financial obligations as pertaining to human resources.
- T. Ensure a comprehensive risk management program is effectively administered and maintained.
- U. Possesses situational awareness of GTMESA as a whole.

### **III. Supervisory Responsibilities**

- Enhance and adhere to procedures for hiring, assigning, promoting, and encouraging professional development of employees.
- Consider personnel assignments to maximize efficiency, given knowledge, training, and experience of the members available in accordance with policies and procedures.
- Manages day-to-day operations of GTMESA by demonstrating command leadership.
- Conducts performance evaluations and regularly reviews direct reports performance. Ensures indirect reports are receiving regular evaluation.

### **IV. Work Environment**

- A. Varies between an office, in vehicles, and/or in outdoor setting.
- B. Moderate exposure to weather, extreme cold and/or heat, wet and/or humid conditions, various noise intensity level, vibrations, darkness/poor lighting, moving mechanical parts/hazards, confined spaces, high places, exposed places, dirt/dust, odors, toxic chemicals, and other environmental conditions
- C. Moderate use of protective eye wear, footwear, respiratory aid, hard hat, and gloves
- D. Safety Hazards:
  - a. Electrical hazards.
  - b. Fire hazards including fighting fires.
  - c. Exposure to hazardous materials such as smoke, noxious odors, fumes, solvents, oils, chemicals, pesticides, etc.
  - d. Exposure to violent behavior.
  - e. Exposure to communicable diseases.
  - f. Traffic hazards.

## **V. Physical Demands**

- A. Adherence to the Fitness for Duty policy, with the exception of participation in the physical ability test (PAT), which is encouraged.
- B. Frequent periods of sitting.
- C. Ability to lift, carry, push, and pull 20 pounds regularly; greater than 150 pounds periodically.
- D. Regular speaking, hearing, and judgment.
- E. Frequent writing and concentration.
- F. Intermittent periods of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, smelling, handling, feeling, dexterity, near and far sight acuity, depth perception, color vision, field of vision, concentration.
- G. Noise level varies from quiet in the office to loud at the emergency scene.

## **VI. Travel Required**

- Periodic.

## **VII. Required Qualifications**

- A. Michigan Fire Fighter's Training Council Certifications:  
Michigan Fire Fighter's Training Council Certifications: Level I & II Firefighter; Hazardous Materials - Operations; Emergency Vehicle Operator Course (EVOC); Fire Officer III; Incident Command System 100, 200, 300,400, 700, 800; and Instructor I.
- B. Minimum of 15 years of tactical experience in a combination department.
- C. Minimum 10 years of experience as a command officer.
- D. Shall meet the minimum physical and mental requirements as denoted in NFPA 1582 as determined by the fire department physician.
- E. Possess an unrestricted Michigan Driver's License.
- F. Must be thoroughly familiar with and be able to initiate and manage an incident according to the National Incident Management System (NIMS).

## **VIII. Desired Qualifications**

- A. Possess a bachelor's or master's degree in fire science, fire administration, business administration or related field from an accredited college or university.
- B. Designation from the National Fire Academy's Executive Fire Officer Program.
- C. Possess a Basic Emergency Medical Technician License issued by the State of Michigan.
- D. Residency in Charter Township of Garfield, East Bay Charter Township, or Acme Township.

SOG 104.00 Authorized by:

  
GTMESSA Board Chairperson